welcomes you and wishes to take this opportunity to congratulate you on your decision to accept the challenge of further education. This catalog is your guide to and through this college and the many educational programs which it offers. In it you will find the information which you must have to succeed. In it also are those rules and regulations which govern not only the college, but you, the student, as well. It is your obligation to become thoroughly familiar with its contents. It has been prepared with your success in mind!

ANNOUNCEMENT OF COURSES

IMPERIAL COMMUNITY COLLEGE DISTRICT
P.O. BOX 158
Highway 111 and Aten Road
IMPERIAL, CALIFORNIA 92251-0158
Phone 619-352-8320
IMPERIAL COUNTY
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**THE BOARD OF TRUSTEES**

**IMPERIAL COMMUNITY COLLEGE DISTRICT**

- **MR. RUDY CARDENAS, JR.**
  Trustee from area which includes Brawley Union High School District
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MRS. VALERIE RODGERS
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Chairperson of Division of Social Science

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B.A., M.Ed., Northeastern University
M.S., Columbia University

ARAGON, RAUL
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M.A., San Diego State University

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M.A., Northern Arizona University

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BILLINGS, LANELLE
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B.B.A., University of Texas
M.Ed., Southwest Texas State University

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M.S., National University

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MFA, Catholic Univ. of America, Washington, D.C.

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A.B., University of Redlands
M.A., San Diego State University

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Chairperson of Division of Exercise Science Wellness & Sport
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M.S., West Virginia University

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B.S., University of La Verne
M.S., Brigham Young University

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B.A., M.A., San Diego State University

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M.A., San Francisco State University
M.A., Ed.D., Northern Arizona University
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B.Mus., Western Michigan University
M.F.A., United States International University

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Ed.S., University of New Mexico

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Cert. Auto Tech., Los Angeles Trade Tech.

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E.D.S., University of New Mexico

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M.A., University of Arizona

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B.S., M.S., Fresno State College

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M.A., Azusa Pacific University

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M.S., San Diego State University

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M.S., National University

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M.A., Webster University

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M.A., United States International University

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M.Ed., University of Arizona

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M.Ed., University of San Diego

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B.A., University of Northern Colorado
M.A., San Diego State University

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A.B., San Diego State University

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Dean of Admissions and Student Activities
B.A., University of Missouri
M.S., California State University, Los Angeles

STUART, BARBARA
Assistant Professor, English
B.A., M.A., San Diego State University
Juris Doctor, Western State University, College of Law

SUZAK, PETE
Professor, Psychology, Sociology
B.A., San Jose State University
M.A., University of California, Santa Barbara

TAYLOR, GLORIA
Assistant Professor, Master Preschool Teacher
B.S., San Diego State University

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Professor, Business
B.S., M.S., University of Utah

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Director of Personnel Services/Affirmative Action Officer
B.S., Southern Illinois University
M.S., Chapman University
D.P.A., University of La Verne

VALENTINE, BARBARA H.
Professor, Early Childhood Education
B.A., Arizona State University
M.A., Northern Arizona University

VALENTINE, MARTIN
Professor, English
B.A., Arizona State University
M.Ed., University of Arizona

WALKER, JAMES D.
Vice President for Academic Services/
Deputy Superintendent
B.S., Minot State College
M.S., North Dakota State University
Ph.D., United States International University

WELCH, THOMAS L.
Instructor, Assistant Librarian
B.A., Sacramento State College
M.S., University of Illinois
M.A., Catholic University of America

WENDICK, MEL
Director of Disabled Student Programs & Services
B.A., Sacred Heart Seminary
M.A., University of Michigan
M.Div., Saint John's Provincial Seminary

WENDICK, MARY
Assistant Professor, English
B.A., Marywood College
M.S., Indiana State University

WHITE, RAY A.
Professor, Automotive Technology
A.B., California State University, Fresno
M.A.V.E., Consort. of Calif. State Univ. & Colleges

WILHELM, ROBERT L.
Professor, Geography, Political Science
B.S., M.A., Ph.D., St. Louis University

WILLIAMS, RICHARD H.
Professor, Psychology, English
B.S., University of Wyoming
M.A., San Jose State University
Ph.D., California Institute of Asian Studies

ZIELINSKI, DAVID
Assistant Professor, English
A.B., M.A., San Diego State University
EMERITUS FACULTY

LEONARD, THOMAS
Psychology
1954-72

NOVAK, RUTH
Dean of Counseling
1958-72

HINSHAW, JOHN
Mathematics
1942-73

UPSON, JOHN
English
1966-77

GARTIN, HERBERT
Psychology
1966-78

MOORE, ERNEST
Business
1970-78

SPENCER, TERREL
Law Enforcement
1970-78

BARKALOW, N.C.
Law Enforcement
1956-79

WHITE, HOWARD
Business
1958-60

SWANN, MARIE
English
1964-80

WEISSMAN, HARRY
English
1969-80

BARKALOW, N.C.
Law Enforcement
1974-81

FINLEY, LUTHER
Engineering
1960-81

FINNEY, DEB
Physical Education
1967-81

GENTRY, GLENN A.
Work Experience
1967-81

KOSKI, RUAH K.
Nursing
1974-81

OVERMAN, RUTH
Business
1965-81

SAMUELS, CARMEN
Nursing
1971-81

SAMSON, WALTER
History
1963-82

ANDERSON, LESLIE
Law Enforcement
1967-82

LEWIS, STANLEY H.
Agriculture
1969-83

LANFORD, CONWAY
Conseil
1970-84

LARSSON, HAROLD
Astronomy
1966-84

TOPPER, IRENE
Nursing
1976-84

BACon, JEANNNE
Physically Limited
1973-83

BRUNGRADT, MARTHA
Nursing
1972-83

DUFF, Jack
Counseling
1981-85

RODDEN, ROSE
Health Education
1974-86

STEARKS, HAROLD
Speech
1973-86

STONE, JAMES
Mathematics/Music
1966-86

AKERS, H. RUSSELL
Physically Limited
1973-87

BANKS, STANLEY
Sociology
1966-87

SPEER, WILLIAM
English
1961-87

BERNARD, WILLIS C.
Art
1969-88

MOORE, ROBERT
Business
1970-88

PAULSON, CLARENCE
Business
1960-88

RICE, PAULINE BENOT
Foreign Lang/Humanities
1963-88

CHAMPAIGNE, PHILIP
Welding
1971-89

FUELSER, JACK
Music
1964-89

MELLINGER, EWALDO
Agriculture
1961-89

LOWE, JUANITA
Art
1961-90

SAXE, ELLEN
Nursing
1981-90

THORNBURG, WILLIAM
VP for Business Services
1957-90

PETERSON, AVIS
Nursing
1984-91

van WEILHOF, JAY
Anthro/Social Science
1973-91

WILSON, PATRICIA
English
1970-91

FARRAR, LLOYD
History
1968-92

GRIFFIN, WILLIAM
Business
1961-92

LEGARRA, STANLEY
Health Educ./Physical Educ.
1974-92

ALBERDA, STANLEY
Dean of Learning Services
1969-93

GERARD, ROBERT
Coord., Special Populations
1988-93

HUDSON, WILLIAM
Dean of Voc Education
1966-93

FARRER, PAUL
History
1970-94

FIELD, MAX
Health Educ./Physical Educ.
1969-94

GALAMAG, ADELE
Assistant Librarian
1965-94

HEBERT, ROGER
Physical Education
1968-94

PERKIE, GERALD
Science
1960-94

RAULSTON, JEAN
English
1977-94

WASSON, HENRY
Math/Science
1962-94

DePAOLI, JOHN A.
Superintendent/President
1963-95

THE COLLEGE

LOCATION

The Imperial Valley College is located in Imperial Valley, long recognized as one of the richest, most productive agricultural regions in the country. The mild, delightful winters have made the region attractive to tourists and helped it to become an outstanding recreational region.

The campus is located on a 160 acre site at the intersection of Highway 111 and Aten Road. This location is in the heart of Imperial County and is within reasonable commuting distance of all of the cities of the Valley.

HISTORY OF IMPERIAL VALLEY COLLEGE

The Imperial Valley College is an integral part of the public school system of California and functions as a public community college for lower-division college work.

It had its beginning on May 9, 1922, when the Board of Trustees of the Central Union High School District of El Centro passed a resolution establishing the Central Junior College. This institution formally opened for instruction in September, 1922.

Two years later, in the fall of 1924, the Brawley Union High School District opened classes at the Brawley Junior College.

Enrollments increased in both schools until the war years, when attendance dropped sharply. Brawley Junior College was forced, by lack of attendance, to discontinue classes at the close of the 1947 school year.

The Associate in Arts degree was first conferred by Central Junior College in 1934.

In the fall of 1951, students, in cooperation with the administration and faculty, petitioned the Board of Trustees for a more representative name for the college, for it was now serving students from all of the Imperial Valley. By action of the Board, the name was officially changed to Imperial Valley College.

The school, under the administration of the Central Union High School District, gained recognition as an accredited institution of higher education. As the institution grew with the community, this growth was reflected in the steady rise in enrollment and in the diversity of courses and curricula that was offered.

The extended-day program, which offered regular college classes at night, was initiated on a limited basis in 1952. Its rapid growth served to enlarge the service of the college to the community.

A recommendation that such a county-wide community college district be established in Imperial County was submitted to the State Department of Education and was approved on July 10, 1959. The County Superintendent of Schools then set a date for an election at which all qualified voters residing within the boundaries of the seven high school and unified school districts were eligible to vote. The election was held on October 6, 1959, and by an overwhelming vote of twelve to one, the Imperial Valley Junior College District was established. This was followed by the election of the members of the Junior College District Board of Trustees, one of whom comes from each of the seven high school or unified school districts represented in the area served by the Imperial Junior College District.

This District includes all of Imperial County except a small area in the northwest corner of the County which is a part of the Coachella Valley Community College District.

Because of the increase in enrollment at both Central Union High School and the Imperial Valley College, and because of the lack of space on the campuses of the Central Union High School at El Centro, the Imperial Valley College moved to temporary quarters erected on the campus of the Imperial Valley High School in Imperial, California.

On October 4, 1960, an all-time state record was set by the people of Imperial County when they voted thirteen to one in favor of bonds to finance the building of a new campus.

The Board of Trustees selected a nationally known architectural firm to plan the new buildings, and a 160 acre site which met the criteria recommended by the Citizens’ Committee was selected for the new campus.

On January 13, 1971, the Board of Trustees changed the name of the District to Imperial Community College District in order to further emphasize the close relationship the college has with its service area.

FACILITIES

On October 29, 1961, an impressive ground-breaking service was held for the new campus. Board members manned giant earth- moving equipment to break ground for the project. The new buildings included a library, science laboratories, fine arts rooms, student activities building, academic classrooms, administration and faculty offices, social science rooms, physical education shower and locker rooms, and agricultural education classrooms and shop. The new campus opened in 1962.

A steady growth pattern began in April of 1967 with the addition of the multipurpose building. The building was designed to house sporting and theater events, and was comparable to any community college structure in the State. Three other projects followed which were completed through community donations: The Janey Jackson Memorial Fountain, 1969; the renovation of the Hotelville Train Depot, located in theactus garden, 1971; and the Meyer Center for Business and Commerce. The Meyer Center was dedicated February 20, 1972, at ceremonies commemorating the 50th anniversary of the Imperial Community College District. Also recognized the same day was the opening of the archaeological museum at 422 Main Street in El Centro in buildings donated by H. P. Meyer and the new agriculture-welding complex. The museum was later named the Barker Museum, honoring Michael Barker, deceased. Mr. Barker was an IVC archaeology instructor.

Other building projects which followed were: Associated Students Activities Building, 1971; the new Library/Media Center, 1975, which was later named the Spencer Library Media Center, honoring Terrel Spencer, President Emeritus; the swimming pool complex.
1975; remodeling of the Student Union and the cafeteria into the College Center complex, 1977; and the preschool, 1981, which was constructed off Highway 111 on a section of the campus named Rider Park. honoring Amos R. Rider, deceased. Mr. Rider served as the first custodian and maintenance supervisor at the new campus in 1961. Additionally, a modernization of facilities to remove architectural barriers to the handicapped was completed in 1982.

On September 17, 1982, ceremonies were held to commemorate the 20th anniversary of the beginning of class instruction. From less than one thousand students a year in the early sixties, the college now enrolls approximately five thousand students each year.

In 1987, the college celebrated its 25th anniversary at its current location by recognition ceremonies and programs in honor of the signing of the U.S. Constitution two hundred years ago.

A 2.5 million dollar General Obligation Bond for IVC was approved by 71% of the voters in November, 1987. The monies developed by the Bond have allowed the college to do major campus refurbishing and other general improvements such as: Constructing and opening the Health Technologies Building in 1988; more than doubling the number of parking spaces; improving campus lighting; opening an off-campus center in El Centro for the External Campus programs; providing a women's softball field; rejuvenating classrooms, the library, the college center, the counseling center, the print shop; doubling the size of the Meyer Center for Business and Commerce; and computerizing the energy control system.

With the completion of construction for the Childhood Education Center scheduled for 1991, the college is preparing to provide higher educational opportunities for the increasing number of students both on and off campus.

MISSION AND GOALS

The urban isolation experienced by Imperial Valley College has created the opportunity for an educational institution to become a leader in a wide range of educational programs, services, and innovations.

In view of this privileged role, the overriding mission of Imperial Valley College is to serve our community today and in the future. We are both a leader for new ideas and a servant fulfilling the population's needs. Our offerings must reflect community interests and also present new ideas that will be of significance in the years ahead.

To fulfill this mission, we must know our constituency well. It is a unique one with highly diverse interests and educational backgrounds. The area is predominantly agricultural with a large minority population, and statistically, it is a low economic sector with Imperial Valley College providing the best opportunity for advanced education and training for many of the residents.

As an educational institution, our primary responsibility is to offer high quality instruction with open access to all adults. Through our offerings, Imperial Valley College seeks to enrich the lives of our students, be it vocationally, academically, or avocationally. We must be sensitive to the individual and to higher needs, with the belief that educated people build a strong community.

Our offerings must extend outside of the classroom. Through counseling, special programs, presentations and services, Imperial Valley College strives to contribute to the lives of as many citizens of Imperial County as possible.

The goals for Imperial Valley College are as follows:

1. Provide quality teaching that is responsive and sensitive to the individuals served through the integrated efforts of all the staff. The college exists for the benefit of the student and our programs must be relevant to his/her needs.

2. Provide a quality vocational and professional education for students. A major emphasis at Imperial Valley College is to equip the student with marketable skills and to allow members of the work force to upgrade their skills.

3. Develop a well-rounded formal academic program. Imperial Valley College offers an associate degree program comparable to that offered by colleges throughout the United States.

4. Provide enrichment and special interest programs. Education offers a means to expand horizons and grow intellectually and spiritually. Special offerings may form part of a program or be ends in themselves.

5. Provide integrated support services for educational programs and student activities. Successful education is more than time in a classroom; it is an integrated experience.

6. Provide services to the community at large. As a leading educational institution, Imperial Valley College recognizes a responsibility to go beyond the campus and the course.

7. Maintain high standards through assessment, development, evaluation, improvement, and accountability. The college is committed to excellence in every aspect of its operation. To fulfill its many responsibilities, our college must be current with its community and dedicated to improving its services.

8. Prepare students to make contributions, through knowledge, to the quality of life in the Imperial Valley. Education creates opportunities and makes choices possible. Improvement of self-concept heightens respect for others and for the environment. Ultimately, it builds a solid community, a strong nation, a better world.

9. Achieve a well-rounded formal academic program. Imperial Valley College offers an associate degree program comparable to that offered by colleges throughout the United States.

10. Improve the environment. Imperial Valley College recognizes that educated people build a strong community.

11. Many of the needs of the student who seeks employment at the end of the sophomore year can be met by a variety of occupational courses. By the beginning of a broad education, they meet specific needs in the shortest possible time to prepare the student for a field of employment.

These courses also offer a well-organized general education program to meet the needs of the individual who has only two years to devote to post-high school education.

The community college program also includes courses of study which may be taken by adults who can demonstrate their ability to do college work but who have not had the opportunity to complete high school. Evidence of success in classes of college level will permit these adults to continue their educational endeavors.

Coordinated with the general divisions of courses at the college are five programs designed with specific types of students in mind: students who can devote only evenings to school; students who cannot participate in regular classes on the main campus; students who can coordinate their college study with a program of employment; the outstanding high school 11th and 12th grade students who can profit by special work at the college level; and physically limited students.

1. The Evening College

The Evening College, composed of regular college classes that meet at night, offers an opportunity to work for the Associate in Arts degree or Associate in Science degree, to complete the first two years of college work in a four-year program, to make up any high school deficiencies, or simply to take additional classes of interest that will add to general education.

Although evening college programs require more time to complete than the day programs, students find that with appropriate planning and the assistance of a counselor, they are able to attain their higher education goals in a surprisingly short time.

2. The External Campus

The External Campus program provides Imperial County residents practical and convenient access to college courses for credit in all communities at approximately 98 locations. The network of centers throughout the districts provides daytime and evening classes staffed by part-time faculty, members of the main campus faculty, and one counselor.

The goal of the off-campus program is to offer expanded delivery capability, flexibility, and quality instruction to the 14 community colleges in the Imperial Valley. This community-based classes help solve the problems of isolation experienced by Imperial Valley residents. All classes are scheduled in frequent cycles throughout the year in each area as Office Technician, Legal Assistant, Hospital Nursing Assistant, Emergency Medical Technician, Microcomputer Operations, Spanish, ESL classes, Administration of Justice, and Fire Science.
Innovations include special training projects funded by the Private Industry Council for a variety of agencies in the County. Classroom facilities are made available through various agencies, churches, school districts, and San Diego State University, Imperial Valley campus.

3. Cooperative Work Experience

Cooperative Work Experience is a cooperative educational program between Imperial Valley Community College and community employers. The college provides the organization, the coordination of class facilities, and the personnel for the program. The employers provide places to work (work stations) and on-the-job training which has educational value for the students. The units of credit earned may be used to meet some of the graduation requirements.

4. Attendance of Local High School Students

Local high school students attending the college under the Honors or Vocational programs are restricted to a spectator’s role in college student activities, and extracurricular participation is to be confined to the high school. Counseling is available at the college, but every effort will be made to leave this responsibility to the high school counseling staffs.

Students must be authorized for attendance and shall receive appropriate college credit. High school credit for Honors or Vocational classes may be negotiated.

Students must attend high school for the minimum school day.

Admission of 11th & 12th Grade High School Students

The president of any two-year community college may admit to the community college as a special part-time student any 11th or 12th grade high school student whose admission is recommended by the high school principal. A principal of a high school may recommend a high school student as a special part-time student pursuant to rules and regulations which may be adopted by the governing board of the district maintaining the high school. A principal of a high school shall not recommend a student as a special student pursuant to rules and regulations which may be adopted by the governing board of the district maintaining the high school for the purposes of allowances and apportionments from the State School Fund and the student shall receive credit for community college courses completed, in the same manner as if a regularly enrolled community college student.

The attendance of a student at community college as a special summer session student pursuant to this section shall be credited to the district maintaining the community college for the purposes of allowances and apportionments from the State School Fund and the student shall receive credit for community college courses completed, in the same manner as if a regularly enrolled community college student.

5. Disabled Student Programs and Services

The Disabled Student Programs and Services program is designed to provide supportive services to students with physical disabilities, learning disabilities, and health problems. The program provides preferential registration, counseling, class scheduling, tutoring, mobility assistance, interpreting, braille transcription, adaptive physical education, special parking, and nursing assistance.

6. Imperial Valley College Developmental Preschool

The preschool is open five days a week from 7:45 a.m. to 3:45 p.m. concurrent with the college calendar. Child care services are available for preschool children 2 to 5 years of age whose parent(s) are IVC students.

DEGREES

The Board of Trustees, on recommendation of the president and faculty of the college, is authorized in accordance with Article 12, Section 102, of the State Administrative Code, Title 5, to confer the Associate in Arts (A.A.) and the Associate in Science (A.S.) degrees. Conditions under which the degrees are granted are outlined in the section on graduation requirements.

The community college degree is awarded to a student who fulfills a two-year organized program of work, either of an occupational-vocational-technical type or of a lower-division four-year college type. A student who wishes to transfer to the upper-division of a four-year college must satisfy the course, unit, and grade requirements of the college he/she wishes to enter.

Admittance of Pupil Who Has Completed 11th Grade to Summer Session: Crediting Summer Session Attendance

The president of any two-year community college may admit to the summer session of the community college as a special student any high school student who has completed 11th grade and whose admission to summer session is recommended by the principal of the high school in which the student completed the 11th grade. A principal of a high school may recommend such a student as a special student pursuant to rules and regulations which may be adopted by the governing board of the district maintaining the high school. A principal of a high school shall not recommend a number of students who have completed the 11th grade in excess of 5 percent of the total number of students in the high school who have completed the 11th grade immediately prior to the time of recommendation.

The attendance of a student at community college as a special summer session student pursuant to this section shall be credited to the district maintaining the community college for the purposes of allowances and apportionments from the State School Fund and the student shall receive credit for community college courses completed, in the same manner as if a regularly enrolled community college student.

Initial Membership: A person may attain initial membership if the person has:

1. Completed 12 units in a maximum of 5 semesters.
2. A cumulative grade point average of 3.25. No units acquired more than two years prior to application for initial membership shall be used.

Continuing Membership: An initial member may attain continuing membership by:

1. Achieving for the previous semester not less than 3.25 GPA in courses of recognized college standing.
2. Maintaining a cumulative GPA of 3.25 or better in courses of recognized college standing.

Permanence: Any person who has completed a minimum of 60 units of recognized college courses with a minimum of 30 units completed at a community college who applies for permanent membership and who meets either of the following requirements:

1. A person who has maintained a cumulative grade point average of 3.5 or above in all recognized college work.
2. Any continuing member who has maintained a cumulative GPA of 3.25 or better in all recognized college work and has been a member of AGS, Inc., for a minimum of two semesters.

Any courses completed two years prior to application for permanent membership, whether at a community college or other institution of higher education, shall not be used to prohibit any person from becoming a permanent member.

SCHOLASTIC HONORS

Graduation Honors

"With Distinction" is accorded those graduates who in the course of their college work have achieved a grade point average of 3.5 or higher in degree applicable courses.

"With Honors" is granted to those graduates who achieve a grade point average of 3.0 in their college work in degree applicable courses.

President's Honor List

The president of the college gives special recognition to top scholars each semester by publishing a list of students whose grades for the previous semester show a 3.0 average or better in twelve or more units of work.

Alpha Gamma Sigma

EXPLANATION OF FEES

The Enrollment Fee mandated by the California State Legislature, with the approval of the Governor, requires that all California Community Colleges to charge students an Enrollment Fee each semester. The legislature has also provided for financial assistance and fee waivers for low income students who cannot afford to pay this fee and who qualify according to State guidelines. Information for financial assistance and fee waivers can be obtained from the Financial Assistance Office.

The Parking Fee provides administrative and operating funds for parking and transportation-related facilities.
TUITION
Nonresidents and international students are required to pay tuition charges of $114.00 per unit in addition to the fees outlined above.

The college will accept payment from nonresident and international students in cash, Western Union money orders, traveler's checks, and bank drafts. Personal checks cannot be accepted. Payment of nonresident and international student tuition cannot be deferred.

OTHER FEES/CHARGES
Nonresident and International Students
There will be made for the following:

1. Fee or tuition collected in error
2. Fee or tuition for a discontinued class

A student refund request form must be completed and filed prior to the close of late registration in order to receive reimbursement for the following:

1. Enrollment Fee
2. Parking Fee
3. Tuition

REFUND POLICY
Upon completion of refund request form, reimbursement in full will be made for the following:

1. Fee or tuition collected in error
2. Fee or tuition for a discontinued class

A student refund request form must be completed and filed prior to the close of late registration in order to receive reimbursement for the following:

1. Enrollment Fee
2. Parking Fee
3. Tuition

BOOKSTORE AND COLLEGE CENTER
The college bookstore is maintained by the district through a lease arrangement with a private company. All college textbooks and necessary supplies are available. The College Center Building contains a snack and coffee bar that provides refreshments and meals for the students.

PARKING PERMIT
All vehicles parked on campus must have a valid parking permit. If you will be bringing a vehicle to campus, please complete the vehicle registration form available in the registration packet.

ACCREDITATION
The college is officially accredited by the Accrediting Commission for Junior Colleges, Western Association of Schools and Colleges, American Welding Society, the State Department of Education, and the Commission on Peace Officers Standards and Training. Accreditation reports are available and may be reviewed at the office of the President. The University of California and other colleges and universities give full credit for transfer courses completed here.

COUNSELING AND GUIDANCE SERVICES
It is the aim of Imperial Valley College to provide all students with pertinent information which they will need in the formulation of their goals and objectives and to assist them in making the most of their potentials and training. Counseling is made available by professional counselors, well-trained and located in the areas of academic, vocational, and personal counseling. The Counseling Center is open between the hours of 8:00 a.m. and 8:00 p.m., Monday through Thursday, and 8:00 a.m. and 5:00 p.m. on Friday, during the school year. A Career Center is located in the Counseling Center and provides extensive vocational and career information.

Although counselors assist in long-range planning and in checking specific requirements, the RESPONSIBILITY FOR MEETING GRADUATION REQUIREMENTS OR REQUIREMENTS FOR TRANSFER TO OTHER COLLEGES OR UNIVERSITIES MUST BE ASSUMED BY EACH STUDENT. In the Counseling Center students have access to a reference library of catalogs from various colleges and universities.

STUDENT ACTIVITIES
Student affairs are governed by the Associated Students of Imperial Valley College.

Those students who are socially inclined will find an opportunity for the development of their interests in clubs and the social affairs of the year. Others who are interested in athletics will benefit from a variety of intercollegiate sports and those who are interested in music, publications, or student government will find many opportunities for participation in these activities.

ATHLETICS
Intercollegiate competition is held in a variety of sports. IVC competes in the Pacific Coast Conference. The Pacific Coast Conference includes Grossmont, MiraCosta, Palomar, San Diego City, San Diego Mesa, and Southwestern Colleges.

LEARNING SUPPORT SERVICES
Tutoring is available for all students enrolled at Imperial Valley College. The Tutoring Center is located in the Spencer Library Media Center. The center offers a variety of tutorial programs that provide remedial assistance, as well as enrichment programs to direct students in proper study skills, note taking and test preparation. Sessions are based on individual program guidelines and may be in the form of one-on-one tutoring or group sessions. Depending on scheduling, drop-in tutoring is also available.

In addition, bilingual services are offered for limited English speakers who need academic assistance in interpretation of course work. Conversation groups are held for limited English speakers to practice speaking, extend and enrich vocabulary skills.

ASSESSMENT
It is the policy of Imperial Valley College that new students seeking to enroll in their initial reading, writing, and/or math classes be assessed. Assessment includes basic skills testing, needs analysis, evaluation of past performance, aptitudes, goals, learning and study skills, and motivation. Students may be exempt from the basic skills testing portion of assessment if they enroll in entry level classes for which there are no prerequisites, or if they submit scores from recently taken tests which articulate with those used by Imperial Valley College. No portion of the assessment process is used to exclude students from admission to the college and all placement based on such assessment is strictly advisory.

MATRICULATION PROCESS
Matriculation is a process that promotes and sustains the efforts of community college students to achieve their educational goals through a coordinated program of instruction and the use of appropriate college programs and services. Enrollment at IVC constitutes an agreement in which the college is responsible for:

• Helping students to succeed in their college careers.
• Assisting students in making decisions based on accurate information.
• Offering services and resources for proper course selection.
• Providing an opportunity to develop a Student Educational Plan.

Students are responsible for:

• Selecting an educational goal or major by the semester following the completion of 15 semester units.
• Registering for classes.
• Attending class regularly.
• Taking college seriously.
• Meeting with a counselor to develop a Student Educational Plan.
• Requesting additional services when needed.
• Completing their educational goal.

The college may suspend or terminate services to any student who fails to fulfill his/her responsibilities. However, the college may never suspend or terminate any service for which a student is otherwise entitled under any other provision or law. In addition, students may challenge any matriculation requirement or regulation using the student petition process.

REGULATIONS

ADMISSION
Admission to Imperial Valley College is governed by the laws of the State and such supplementary regulations as prescribed by the Board of Trustees. Students who register for eight or more units of work in a given semester or upon an accumulation of eight or more units, are requested to (1) ensure that an official transcript of all work taken in high school and/or institutions of higher education are on file in the Registration Office; and (2) complete the college placement tests (unless they have completed regular college courses in both English and mathematics).

All students are admitted under one of the following classifications:

1. High school graduates or equivalent certificates (General Educational Development or California High School Proficiency Examination)
2. Nongraduates of high school who are eighteen years of age.
3. High school students who are recommended by the high school principal for one to nine units of work. (Must submit a Concurrent Enrollment Form.) Extracurricular participation is to be confined to the high school. These students must attend high school for the minimum school day.
4. College transfers who submit official transcripts (high school and college) may be granted advanced standing.
5. Prospective foreign students and students from other states may be accepted for enrollment. A tuition fee will be charged. Contact the Registration Office for current costs.

TRANSCRIPTS
Imperial Valley College furnishes two free transcripts. Thereafter, a fee of $2.00 is charged for each additional transcript. Requests for transcripts will not be honored until all outstanding obligations to the College are met. Fax transcripts will cost $12.00 each and will be unofficial.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974
All educational records of students who enroll at Imperial Valley College are kept in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974.

The following information will be available in the Admissions and Counseling offices on each enrolled student: name, address, telephone, birthdate, registration number, list of classes and section numbers, instructors, units, room numbers, hours in which the student is enrolled, dates of attendance, enrollment date and completion of enrollment, all withdrawal dates, activities participated in, and degrees awarded. Any student who does not wish his/her name included on this listing must file a petition requesting deletion from the list before the opening of the school term.

For additional information or a copy of the entire law, contact the Registration Office in the Administration Building.

AFFIRMATIVE ACTION POLICY
The District adopted an Affirmative Action Plan in 1973. The Plan was revised in 1979, 1981, 1985 and in 1990. The establishment and development of the Plan demonstrates the District's commitment to affirmative action and equal employment opportunities for all employees and prospective employees. The Plan is available in the Spencer Library Media Center, the Superintendent's office, and the Affirmative Action Officer's office.

NONDISCRIMINATION POLICY
Imperial Valley College does not discriminate in the admission nor in the offering of programs and activities because of race, color, religion, age, marital status, national origin, sex, or handicap.

Limited English speaking students who are otherwise eligible, will not be excluded from any vocational education program.
Under the Education Code, the general rule is that a student must pay nonresident tuition unless the student can qualify as a resident student or meet the requirements of certain special provisions. Since the concept of residence involves subjective intent, this catalog cannot anticipate every question that will arise in connection with determining whether such intent exists.

Each person enrolled in or applying for admission to a California Community College is, for the purposes of admission and tuition, classified as a "resident" or a "nonresident".

1. A "resident" is a person who has resided within California for at least one year and a day prior to the term of enrollment.

2. A "nonresident" is a person who does not have residence in California for more than one year and a day prior to the term of enrollment.

The "Residence Determination Date" shall be that date immediately preceding the first day of class either semester or summer term. Residency requires physical presence in California with an intent to make one’s home here.

To determine a person’s place of residence, reference is made to the following:

1. Every person who is married or 18 years of age, or older, and under no legal disability to do so, may establish residence.

2. There can be only one residence.

3. The residence can be changed only by the union of act and intent.

4. The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, his/her residence is that of the parent with whom he/she maintained his/her last place of abode. The minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.

5. The residence of an unmarried minor, who has a parent living, cannot be changed by his/her own act, by the appointment of a legal guardian, or by relinquishment of a parents' right of control, unless the student qualifies for the self-supporting exception.

Exceptions to the determination of residency as set forth above may be applied to certain factual situations. If students would otherwise be classified as nonresidents, but fit within one of the following exceptions, they may be granted resident classification until they obtain such classification.

1. Minors who remain in California after their parents have moved from the state, as long as the parents had been residents of California prior to the resident determination date.

2. Minors who have been self-supporting and in California for one year preceding the day before the term, will be granted resident classification.

3. Students who have not been adults for more than one year prior to the resident determination date, may add their pre-18-years-of-age residence to their post-18-years-of-age residence to obtain the durational requirements.

4. Effective January 1, 1995, students who are a member of the armed forces of the United States stationed in California on active duty, or except those assigned to California for educational purposes, are exempt from nonresident tuition.

The student must be on active duty on the residence determination date.

Dependents of a member of the military are not accorded the exemption from nonresident fees. A nonresident dependent of the military is entitled to the one year exception "until he or she has resided in the state the minimum time necessary to establish permanent residency."

5. Adult aliens not precluded from establishing domicile in the United States by the Immigration and Nationality Act should be eligible to establish residency if they meet the requirement for physical presence and intent to make California their home.

Aliens who hold the following classification are to be able to establish residence using the same criteria as would be applied when evaluating any United States citizen:

a. Career Diplomat Visa
b. fiancé Visa

6. A student holding a valid credential authorizing service in a public school and employed in a certificated position by a community college district will be given resident classification.

7. A student who is an apprentice within the meaning of Section 3077 of the Labor Code, is entitled to resident classification.

8. A student who is a full-time employee of a California institution of public higher education, or whose parent or spouse is a full-time employee, may be granted resident classification at the option of the institution of enrollment.

9. A student may be classified as a district resident if he/she lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years; the parent lives within the district which maintains the community college attended by the student; the parent claims the student as a personal dependent on his/her state or federal income tax returns, if he/she has sufficient income to have a personal income tax liability.

10. A student may be classified as a district resident if he/she earns a livelihood primarily by performing agricultural labor for hire in California and other states, and he/she has performed such labor in this state for at least two months per year in each of the two preceding years.

No one factor is decisive; however, the institution may look for certain objective manifestations of subjective intent on the part of one asserting that residence status has been established, or has been maintained in spite of an absence from the state.

Examples of evidence that aid the college admissions officer in identifying that intent, but which are not individually decisive, are possession of a document of California origin such as a driver's license, a current utility bill, a receipt for registration to vote, a current charge account or credit, or a checkbook.

The burden is on the student to demonstrate clearly both physical presence in California and intent to establish California residence.

A student who does not answer all of the questions on the Residence Questionnaire or on the Supplemental Residence Questionnaire, if one is used, may be classified as a nonresident.

**CHANGES IN CLASS SCHEDULES**

When registering, it is expected that a student's registration schedule shall not be completed on a trial basis; therefore, students are expected, at the time they file their registration, to make no further change. If a change must be made, students may add classes within a designated period at the beginning of each semester. Changes will be made by obtaining an add card and approval of the instructor and then filing with the Registration Office.

**SCHOLARSHIP GRADING SYSTEM**

Grades are based upon the quality of work done; that is, upon actual accomplishment in courses offered for credit. Grades showing the standing of students are issued at the end of each semester.

An overall grade point average of 2.0 (C) or higher must be earned in all work undertaken.

1. GRADES

   A Superior
   B+ Better Than Average
   B Average
   B- Below Average
   F Failing
   I Incomplete

   An incomplete contract may be negotiated for UNFINISHED WORK, OTHERWISE PASSING indicating that (because of medical or other sufficient reason) an important assignment such as a term paper, final examination, or experiment is missing.

   An incomplete (I) grade, which is not made up by the end of the sixth week of the next regular semester, shall be converted to a letter grade. The letter grade shall be used in computing grade point average.

2. CREDIT GRADE

   Certain courses designated by the appropriate divisions may be taken for a Cr grade. Students must declare their intentions to the instructor by the sixth week of the seminar.
a. Cr will reflect a letter grade of C or higher.

b. NC will reflect incomplection of a credit class.

c. Cr grades are permissible in the student's major field at Imperial Valley College if permitted or allowed by the division or department.

d. Students applying for Cr must adhere to the same class standards or regulations as a student receiving a regular grade.

e. A maximum of 16 units taken on a credit basis may be

e. A maximum of 16 units taken on a credit basis may be.

f. The Cr grade

4. PROFICIENCY ENROLLMENT

Once a student has completed a proficiency in a subject area with a satisfactory grade, he/she may take a lower proficiency level in that subject area. For example: A student cannot enroll in English 2B after having successfully completed English 1A. (This does not apply to vocational refresher courses.)

5. REPEATED CLASSES

Procedure for Repeated Classes:

a. A student wishing to repeat a class in which a grade of D or F was received must complete a NOTICE OF REPEATED CLASS CARD. This card must be returned to the Registrar's Office prior to the completion of the repeated class.

b. Under special circumstances, a student may repeat a course for which a grade of C or better has been recorded. Repetition of these courses is permitted through the Student Petition process. Grades awarded for courses repeated under this provision shall not be counted in calculating a student grade point average.

6. GRADE POINTS

Grade points, per semester unit, are assigned as follows:

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<th>Grade Points</th>
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<td>A - 4</td>
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</tr>
<tr>
<td>B - 3</td>
<td>grade points per unit</td>
</tr>
<tr>
<td>C - 2</td>
<td>grade points per unit</td>
</tr>
<tr>
<td>D - 1</td>
<td>grade points per unit</td>
</tr>
<tr>
<td>F - 0</td>
<td>grade points per unit</td>
</tr>
<tr>
<td>Cr - 0</td>
<td>grade points per unit; units not charged against the student</td>
</tr>
<tr>
<td>NC - 0</td>
<td>grade points per unit; units not charged against the student</td>
</tr>
<tr>
<td>I - 0</td>
<td>grade points per unit; units not charged against the student</td>
</tr>
<tr>
<td>W - 0</td>
<td>grade points per unit; units not charged against the student</td>
</tr>
</tbody>
</table>

The grade point average is computed by dividing total grade points earned by total units attempted less Cr units. Thus, in any given semester, if the grade points earned total 28 and the total units attempted less Cr units equals 14, the grade point ratio is 2.00.

7. CREDIT BY EXAMINATION

An enrolled student may petition to take an examination in lieu of course work between the sixth and fourteenth weeks of each semester. A maximum of 25 units may be used toward graduation through this process. No more than 15 units per semester will be authorized. The fee will be $20.00 per unit plus $10.00 for administrative costs for each examination administered. The credit by examination petition is available in the Registration Office.

8. CREDIT FOR ADVANCED PLACEMENT EXAMINATIONS

Imperial Valley College grants credit toward its associate degrees for successful completion of examinations of the Advanced Placement Program of The College Board. Students who present scores of three or better will be granted three to ten semester units of college credit per area of examination.

High school students who intend to participate in this program should make the necessary arrangements with their high schools and should indicate at the time they take the Advanced Placement Examinations that their test scores be sent to Imperial Valley College. To obtain credit and advanced placement, the student should contact the Imperial Valley College Admission Office or see an Imperial Valley College counselor.

The Advanced Placement Credit table on this page indicates the units granted for the score attained and the course equivalents for each of the examinations offered.

### Advanced Placement Credit

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score</th>
<th>Cr. All.</th>
<th>IVC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art History</td>
<td>3,4,5</td>
<td>6 sem units</td>
<td>Art 20A</td>
</tr>
<tr>
<td>Art Studio</td>
<td>3,4,5</td>
<td>6 sem units</td>
<td>Art 22A</td>
</tr>
<tr>
<td>Biology</td>
<td>3,4,5</td>
<td>12 sem units</td>
<td>Art 20A</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3,4,5</td>
<td>10 sem units</td>
<td>Chem 1A &amp; 1B</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3,4,5</td>
<td>3 sem units</td>
<td>Math 58</td>
</tr>
<tr>
<td>Economics</td>
<td>3,4,5</td>
<td>3 sem units</td>
<td>Econ 1</td>
</tr>
<tr>
<td>English</td>
<td>3,4,5</td>
<td>3 sem units</td>
<td>Econ 2</td>
</tr>
<tr>
<td>English Lang &amp; Comp</td>
<td>3,4,5</td>
<td>3 sem units</td>
<td>Eng 1A</td>
</tr>
<tr>
<td>English Lang &amp; Comp</td>
<td>5</td>
<td>6 sem units</td>
<td>Eng 50</td>
</tr>
<tr>
<td>French Language</td>
<td>3</td>
<td>10 sem units</td>
<td>Fr 1 &amp; 2</td>
</tr>
<tr>
<td>French Language History</td>
<td>4,5</td>
<td>10 sem units</td>
<td>Fr 3 &amp; 4</td>
</tr>
<tr>
<td>American</td>
<td>3,4,5</td>
<td>6 sem units</td>
<td>Hist 17A &amp; 17B</td>
</tr>
<tr>
<td>Continental Europe</td>
<td>3,4,5</td>
<td>6 sem units</td>
<td>Hist 4A &amp; 4B</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3,4,5</td>
<td>5 sem units</td>
<td>Math 3A</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3,4,5</td>
<td>10 sem units</td>
<td>Math 3A</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3,4,5</td>
<td>10 sem units</td>
<td>Math 3B</td>
</tr>
</tbody>
</table>

### Conditions

1. Credit may not be earned at Imperial Valley College for courses which duplicate credit already allowed for Advanced Placement Examinations as listed under Imperial Valley College Course Equivalents.

2. Credit may be petitioned only when the student has registered and enrolled in classes.

3. Credit granted by Imperial Valley College will be posted on the student's permanent record.

4. Although Imperial Valley College grants credit for Advanced Placement Examinations there is no guarantee your transfer institution will do the same.

9. COLLEGE CREDIT FOR REGIONAL OCCUPATIONAL PROGRAM COURSES

**Policy:**

Imperial Valley College grants credit toward the associate degree for completion of specific Regional Occupational Program (ROP) courses which have been articulated with Imperial Valley College courses. IVC credit is granted for those courses only when:

1. The ROP course has been completed with at least a "B" grade.

2. The ROP instructor has recommended the student.

3. The higher level course is completed at IVC with a minimum grade of "C" for a Business Office Technology or a Nursing course and at least a "B" grade for an Administration of Justice course.

**Procedure:**

1. The student must be currently enrolled at Imperial Valley College.

2. The student must file an official ROP Certificate which will include course grade and ROP instructor recommendation with the Registrar at Imperial Valley College.
10. IVC Course with at least a "B".

11. CSI 30A
12. Bus 20
13. CIS 30A
14. Bus 20
15. CIS 30A
16. NS 1A

*Articulation agreements will be reviewed annually.

The student will receive credit for the IVC articulated course listed by completing the higher level Business Office Technology or Nursing course with at least a "C" grade or higher level Administration of Justice course with at least a "B". These courses are:

Articulated Course Higher Level IVC Course Req.
AJ 32 AJ 21 Intro to Admin of Justice
AJ 34 AJ 21 Intro to Admin of Justice
Bus 29A Bus 20B Word Processing 2
CIS 30A CIS 30B Word Proc: WP II
CIS 35A CIS 35B Spreadsheet: Lotus 123
Bus 20 Bus 29A Word Processing I
Nursing 1A (V) NS 1B (V) Intro to Pat Care I
Nursing 1A (R) NS 1B (R) Intro to Pat Care II

10. ADVANCED PLACEMENT - NURSING

Students with previous nursing education and/or work experience may be eligible for advanced placement in the nursing curriculum. Credit may be granted for previous general education courses taken within five years. General education courses taken longer than five years ago will be evaluated on an individual basis. Evaluation of all previous academic and work experience is done on an individual basis by the nursing faculty. Details are available in the nursing office.

11. MILITARY CREDIT

A Guide to the Evaluation of Educational Experiences in the Armed Services, American Council on Education is used to evaluate military school credit.

a. Presentation of the DD214 (minimum of 180 days active duty to include basic training) to the Veterans Assistant may allow the veteran 4 units of credit for basic training in the military service of the United States of America (2 units for physical education and 2 units for health education).

b. Additional military credit will be considered by petition and presentation of proper documentation.

c. Total number of units of military credit is not to exceed 16.

12. CREDIT FOR UPPER DIVISION COURSE WORK

Upper division credit may not be applied toward an Associate Degree. The only exception is the credit received for an upper division course which is also offered as a lower division course.

13. ACADEMIC RENEWAL

A policy to exclude substandard grades without repeating classes. A student may petition for Academic Renewal only once after a five year lapse of time and after completing 12 units with a 2.0 grade point average or higher.

Either substandard grades (D's or F's) or an entire semester may be excluded. A maximum of two semesters or 30 units may be disregarded. A counselor must be consulted to petition for Academic Renewal. Once Academic Renewal has been done, it may not be reinstated.

**SEMESTER GRADE REPORTS**

An end-of-the-semester grade report will be issued to the student by the Registration Office.

**STUDENT CONDUCT**

It is assumed that the entry of a student into Imperial Valley College constitutes the student's acceptance of the Standards of Student Conduct and the regulations published by the college. The Standards may be found in the Handbook for Faculty Advisors and Student Leaders, which is available in the Office of Student Life and Community Services.

**CAMPUS REGULATIONS**

A speed of 10 mph on campus must be strictly observed.

Smoking is prohibited in all buildings at Imperial Valley College.

All nondistrict, self-propelled and/or any motor driven means of movement, other than wheelchairs, are prohibited from using campus sidewalks and playing courts.

**ACADEMIC PROBATION**

Academic Probation is a system of monitoring student progress in order to identify students who are experiencing difficulty in making satisfactory progress toward an appropriate educational objective, and providing special assistance to students in reestablishing their educational objectives and guiding them to accomplish these goals. Students who are placed on probation will be identified as early as possible at the termination of each semester and will be referred to the Counseling Center.

There are two types of Academic Probation:

- **Scholastic Probation**

Any student who completes six or more units in any semester and earns less than a 2.0 grade point average will be placed on Scholastic Probation. A student will remain on Scholastic Probation until the student's grade point average is 2.00 or better.

- **Lack-of-Progress Probation**

At the end of each semester, any student who has enrolled in 12 or more units and who has received grades of W's, F's, and NC's in 50 percent or more of those units, will be placed on Lack-of-Progress Probation. A student on Lack-of-Progress Probation shall be removed from probation when the percentage of units in W's, F's, and NC's has dropped below 50 percent overall.

**PROVISIONAL STATUS**

A newly enrolled freshman who is enrolled in more than six units and who falls into one of the categories listed below shall be admitted on provisional status:

1. Grade point average in the last three years of high school was less than 2.0 (grade C on a five-point scale with zero for an F grade) excluding only physical education and military science.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>3.0</td>
<td>2.0</td>
<td>1.0</td>
<td>0</td>
</tr>
</tbody>
</table>

2. Student is not a high school graduate.

Students on provisional status shall develop, with a counselor, a course of study commensurate with their ability. They are required to hold periodic conferences with a counselor and their program may be regulated by a counselor according to their aptitudes and achievement.

Provisional status is removed when students have successfully completed 12 units of work.

**PETITION AND HEARING PROCESS**

Formerly and currently IVC students are entitled to seek and receive responses to any questions related to their educational programs in accordance with the Imperial Community College District educational philosophy.

**Petition Process**

The petition process is used to request exceptions to the rules and regulations in order to meet the student's special needs or circumstances.

**Petition Procedure**

The student will use a petition form (available in the Registration Office and Counseling Center) and submit his/her request to the Registrar who will review the request and provide a resolution. If the student is not satisfied with the resolution, a request may be made to the Registrar for a hearing before the appropriate committee.

**Hearing Process**

There are three established areas which may require hearing procedures for students and campus organizations seeking responses to educational questions or issues. These are:

1. Standards of Student Conduct
2. Access to Student Records and Challenge Procedure
3. Grievance Procedure Policy in Matters of Nondiscrimination

**Hearing Procedure**

Students and campus organizations are requested to summarize their concerns or issues in writing and submit them to the Registrar who is designated coordinator of the hearing procedures.

**ATTENDANCE AND AUTOMATIC WITHDRAWALS**

A student who fails to attend the first meeting of a class will be dropped by the instructor immediately following that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class.

Regular attendance in all classes is expected of all students enrolled. Instructors are expected to take a student's attendance record into account in computing grades. A student may be excluded from further attendance in a class in any semester when absences after the close of registration have exceeded the number of hours which the class meets per week. Further, an instructor may drop any student judged to be a disturbing element in the class.

A student who is tardy three times may be considered as having been absent once. Absences attributed to the representation of the college at officially approved conferences and contests and attendance upon field trips will not be counted as absences.

**VOLUNTARY WITHDRAWAL**

A student who is required to withdraw from college because of extenuating circumstances must contact the Registration Office for the procedures to be followed. (See "Withdrawal grades")

**ACADEMIC DISMISSAL**

Academic Dismissal is a system of forced interruption in attendance at Imperial Valley College in those instances where a student is unable to maintain satisfactory progress in achieving academic programs within the limit of available resources of the college.

Students are subject to the following two types of academic dismissal:

- **Scholastic Dismissal**

Scholastic Dismissal occurs at the end of the Spring semester when a student has previously been placed on Scholastic Probation, and has a cumulative grade point average of 1.75 or less in the last
three consecutive semesters of enrollment. The dismissed student will not be allowed to enroll during the next semester or the current summer session (except by special approval upon petition to the Admissions, Registration and Petition’s Committee).

Lack-of-Progress Dismissal

Lack-of-Progress Dismissal occurs at the end of the Spring semester when a student has previously been placed on Lack-of-Progress Probation, and has 50% or more of recorded enrollment of “W”, “T”, or “NC” in the last three consecutive semesters of enrollment. The dismissed student will not be allowed to enroll during the next semester or the current summer session (except by special approval upon petition to the Admissions, Registration and Petition’s Committee).

ELIGIBILITY AND CERTIFICATION OF VETERAN STUDENT APPLICANTS

Imperial Valley College (IVC) is an accredited institution of postsecondary education. It has the approval to offer eligible veterans and their dependents military service connected benefit programs leading to an Associate Degree or transfer to a four-year institution. The Veterans Assistant, located in the Counseling Center, provides guidance and assistance to veterans and their eligible dependents in establishing their eligibility for student educational benefits.

The educational assistance program provided to eligible veterans and/or their dependents, is largely dependent on when the veteran served on active duty. The Department of Veterans Affairs (DVA) administers several educational assistance programs for which basic eligibility may vary from one to another. Generally, only the DVA can determine an applicant’s eligibility for educational assistance. In some instances, the specific military branch of service makes the eligibility determination.

The final responsibility for monitoring the process of qualifying for educational benefits rests with the individual applicant. Each applicant must read, understand, and comply with the many rules, regulations, and procedures that influence the benefit process. FAILURE TO TAKE THE PROPER CLASSES CAN RESULT IN THE REDUCTION OR TERMINATION OF BENEFITS.

All persons receiving educational benefits must personally contact the Veterans Assistant’s Office after enrollment every semester to continue their benefits. In addition, a Student Educational Plan (SEP) must be on file by the end of the first semester. This plan must be developed and reviewed by an academic counselor. The purpose of the SEP is to help you list all prerequisites and courses required for your degree, including general education and proficiency courses. The DVA will not approve payment for any additional courses that are not in compliance with its educational assistance programs.

Military Credit

A Guide to the Evaluation of Educational Experiences in the Armed Services, American Council on Education is used to evaluate military school credit.

A. Presentation of the DD214 (minimum of 180 days active duty to include basic training) to the Veterans Assistant may allow the veteran credit for basic training in the military service of the United States of America (2 units for physical education and 2 units for health education).

B. Additional military credit will be considered by petition and presentation of proper documentation.

C. Total number of units of military credit is not to exceed 16.

Veteran/Dependent Student Lack-of-Scholastic Progress

Students will not be certified for enrollment if placed on Scholastic or Lack-of-Progress Dismissal status. If you have previously been placed on Scholastic Probation and have a cumulative grade point average of 1.75 or less in the last three consecutive semesters of enrollment and are eligible for certification of Veteran Benefits, you will be dismissed at the end of each semester as a veteran student (lose veteran certification) as required under Veterans Administration approval criteria regulations.

Students who have previously been placed on Lack-of-Progress Probation and have 50% or more enrollment grades of “W”, “T”, or “NC” recorded in the last three consecutive semesters of enrollment will be dismissed at the end of each semester as a veteran student (lose veteran certification) as required under Veterans Administration approval criteria regulations.

Disabled Veterans

Veterans who qualify for educational benefits as disabled veterans may be entitled to special educational benefits. Disabled veterans should visit the DVA Regional Office, 2022 Camino del Rio North, San Diego, CA 92108 to determine their eligibility for disabled status.

DVA Service Connected Disability Benefits Programs

Veterans with disabilities are encouraged to investigate services offered through Disabled Students Programs and Services.

Veterans’ Dependents - War Orphans

Students who are children or widows of veterans who died as a result of military service or are dependents of veterans who were totally disabled as a result of war service (or peacetime military service since September 16, 1940) may be eligible for assistance from the Veterans Administration or the state of California. Inquiries regarding those benefits should be made through the DVA Regional Office at 2022 Camino del Rio North, San Diego, CA 92108.

Student’s Liability

The veteran/dependent student assumes full liability for any overpayment of veteran educational allowance benefits.

Tutorial Services

Tutioral services are available to all veterans who meet established VA criteria. Veterans with disabilities are encouraged to investigate services offered through Disabled Students Programs and Services.

Transcripts

All official transcripts of prior college work and military schools must be on file in the Records Office by the end of the first semester of attendance at this college. Certification for benefits for the second semester will be withdrawn if transcripts are not received. See the Veterans Assistant for necessary forms.

Units Required for Enrollement of Benefits

The following number of units are required each semester to qualify eligible students for educational and training allowances:

<table>
<thead>
<tr>
<th>Units</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Full allowance</td>
</tr>
<tr>
<td>9 - 11.5</td>
<td>three-fourths allowance</td>
</tr>
<tr>
<td>6 - 8.5</td>
<td>one-half allowance</td>
</tr>
<tr>
<td>2 - 5.5</td>
<td>one-fourth allowance</td>
</tr>
</tbody>
</table>

Short-term courses are computed proportionately for payment purposes.

Contact Chapters 32 and 106 only.

Repeated Classes

By district policy, the veteran is eligible to repeat courses in which a “D” grade has been received; however, the course may be certified for benefits only if a grade of “C” or better is earned toward a degree or other necessary prerequisites are met.

Summer Sessions

Veteran benefits are also available for the summer sessions. Contact the Veterans Assistant for more information.

Withdrawal/Change of Classes

Veterans are required to notify the campus Veterans Assistant’s Office when they stop attending class, withdraw from the college or add or drop a class. Such changes should be reported immediately after filing an official withdrawal or an add/drop card in the Admissions Office. Failure to comply with this regulation will be grounds for decertification.

EXERCISE SCIENCE, WELLNESS AND SPORT

Since the College strongly believes in the efficacy of health education for all despite age, sex, or physical condition, a class is available and appropriate to the physical performance level of each student.

Exemptions may be granted:

1. Physical condition (medical excuse required)

Upon petitioning for graduation, a student must show a minimum proficiency in the following:

1. Successful completion of PE 25AD plus one elective PE activity unit (3 units required)

Students in physical education activity classes are required to dress appropriately. Appropriate dress for activity classes includes tennis shoes, shorts, sweat pants or jogging apparel, and tee shirts or a similar top for vigorous activity.

Students who fail to enroll or are dropped by their instructor from a physical education activity class will be required to reduce their class load to eight units or less.

CHANGES IN THE CATALOG

Any regulation adopted by the administration of Imperial Valley College shall have the same force as a printed regulation in the catalog and shall supersede, upon appropriate public announcement, any ruling on the same subject which may appear in the printed catalog or official bulletins of the college.

A student may be graduated under the catalog in effect at the time of initial enrollment provided a continuous enrollment status is maintained during each semester (excluding summer sessions).

GRADUATION REQUIREMENTS

ASSOCIATE DEGREES

Upon completion of the following requirements, students at Imperial Valley College will be granted the degree of Associate in Arts or Associate in Science, depending upon the major completed. Responsibility for filing a petition for graduation rests with the student. This petition is to be filed with the Registrar not later than the end of the 4th week of each semester and the 1st week of summer session. A $10.00 nonrefundable fee must accompany the petition for graduation.

Additional Associate Degree(s) or Major(s) may be earned if the student completes those required courses and units beyond the prior degree(s) or major(s). Courses used in one major may be utilized in other majors as they apply. If a student breaks continuous enrollment, he/she will also be responsible for additional graduation requirements or required courses in the major as designated by the current catalog in effect.

The requirements for graduation represent State and institutional minimum general requirements as well as the firm commitment on the part of Imperial Valley College to the principles of general education. These requirements in general education are designed to develop the potential of every student, broaden their outlook, and contribute to the realization of the well-balanced whole person.

I. ACQUISITION OF MAJOR CONSISTING OF EIGHTEEN UNITS (UNLESS OTHERWISE DESIGNATED) IN A SPECIFIED FIELD OF STUDY

Students may satisfy the major requirement in the following fields of study. Individual courses of study for each major are listed after the Courses of Instruction.

A.S.-Administration of Justice
A.S.-Administrative Assistant
A.S.-Agricultural Business Management/Transfer
the last fifteen (15) degree applicable units at Imperial Valley College.

In-residence units refer to those units taken at Imperial Valley College in which a student is enrolled, attends class sessions of one semester’s duration, and receives a passing grade. Credit by examination, extension credits, military credits, and/or credit by petition do not qualify a student for in-residence units.

Units toward an Associate in Arts or Associate in Science degree at Imperial Valley College must be from a college or university which, at the time the units were completed, was accredited by one of the regional accreditation agencies recognized by the most current CPA edition.

D. Settlement of all financial obligations to the college.

III. INSTITUTIONAL REQUIREMENTS

A. American Institutions (select one sequence)

1. Hist 17A & Hist 17B
2. Poly Sci 1 & Poly Sci 2
3. Hist 17A & Poly Sci 1
4. Hist 17B & Poly Sci 2
5. Soc Sci 52

B. Health Education: HE 1 or HE 3 (Veterans only)

C. PE 25 AD plus one elective PE activity unit

IV. STATE COMPETENCY REQUIREMENTS

A. Math Competency: Score of 35 or higher the Elementary Algebra Diagnostic Test or a grade of "C" or better in Math X.

B. Reading Competency: Score of 64 or higher on the Degrees of Reading Power (DRP) or a grade of "C" or better in Eng 12B.

V. GENERAL EDUCATION

A minimum of eighteen (18) semester units, including a minimum of three (3) semester units in each of the first three areas or divisions (a, b, and c) and the same minimum in each part of d. The remainder of the unit requirement (3 units) is also to be selected from among these four areas or divisions (a, b, c, and d) as determined by student’s option.

A general education course may be used to satisfy both a general education requirement and a major requirement.

a. Natural Science (3 units required)

Ag 5 Man and His Environment
Ag 14 Entomology
Ag 40 Soils
Anat 6 Anatomy & Physiology for Health Occupations
Anat 8 Human Anatomy
Anat 10 Human Anatomy & Physiology

Anthro 1 Physical Anthropology
Astro 21 Principles of Astronomy
Bio 3 Principles of Biological Science
Bio 21 General Microbiology
Chem 1A General Inorganic Chemistry
Chem 2A Introduction to Chemistry
Env Sci 5 Man and His Environment
Geog 1 Physical Geography
Nat Sci 51 Survey of the Earth Sciences
Phys Sci 25 Introduction to Physical Science
Phys 4A General Physics
Phys 10 Introduction to Physics for Health Professions
Phys 1 Human Physiology
Psych 2 Biological Psychology
Zool 1A General Zoology

b. Behavioral & Social Science (3 units required)

Ag 30 Food & Fiber in a Changing World
ADS 9 Introduction to Counseling
ADS 50 Human Services in a Changing Society
Anthro 2 Cultural Anthropology
Anthro 3A Introduction to Archaeological Site Surveying
Anthro 3B Introduction to Archaeological Excavations
Anthro 4 California Indians
Anthro 6 Indians of North America
Anthro 8 Indians of the Southwest
ECE 20 Developmental Psychology of Children
ECE 21 Early Childhood Socialization: Children, Family and Community

ECO 22 Advanced Developmental Psychology and Observation

ECE 27 Understanding Exceptional Students
ECE 29 Infant/Toddler Development
Eco 1 Principles of Economics
Eco 2 Principles of Economics
Geog 2 Cultural Geography
Geog 3 Economic Geography
Hist 30 Mexican and the American Southwest
Hist 33 History of Imperial Valley
Hist 50A Early World History
Hist 50B Modern World History
HR 9 Introduction to Counseling
PL 1 Understanding Exceptional Students
Poly Sci 3 Comparative Politics
Poly Sci 14 Intro. to Twentieth-Century Music
Psych 1A Introduction to Psychology
Psych 1B Learning
Psych 3 Psychology of Adjustment
Psych 4 Psychology of Human Sexuality
Psych 5 Psychology of Effective Behavior
Psych 9 Introduction to Counseling
Psych 14 Abnormal Psychology
Psych 16 The Psychology of Interpersonal Relationships
Psych 17 Social Psychology
Psych 20 Developmental Psychology of Children
Psych 22 Advanced Developmental Psychology and Observation
Psych 27 Understanding Exceptional Students
Psych 28 Psychology of Adolescence
Psych 35 Developmental Psychology: Conception to Death

Social 1 Introductory Sociology
Social 2 Contemporary Social Problems
Social 17 Social Psychology
Soci 31 Marriage and the Family
Soci 50 Human Services in a Changing Society

C. Humanities (3 units required)

Art 3A/3B History & Appreciation of Art
Art 4 History & Appreciation of Modern Art
Art 5 World Art
Dram Art 5A/5B History of World Drama
Eng 1B Introduction to Literature
Eng 41 Survey of American Literature
Eng 42A/42B Survey of World Literature
Eng 43A/43B Survey of English Literature
Eng 46A/46B The Mexican American in Literature
Eng 47 Intro. to the Bible as Literature
Eng 54 Intro. to Film History & Criticism

Fr 1 Elementary French

Fr 2 Elementary French

Fr 2/2B Elementary French
Fr 3 Intermediate French
Fr 4 Intermediate French
Fr 5 Intermediate French Reading & Writing
Fr 10 Intermediate Conversational French
Fr 11 Intermediate Conversational French
Ger 1 Elementary German

Ger 1A Elementary German

Ger 2 Elementary German
Hist 4A/4B History of Western Civilization
Hum 1A The Humanities - Western Culture
Hum 1B The Humanities in Culture
Hum 25 Introduction to the Humanities
Hum 26 The Humanities
Jpn 1A Elementary Japanese
Jpn 1B Elementary Japanese
Mus 7 Introduction to Music Foundations
Mus 17A Chamber Singers
Mus 18AD Chamber Orchestra
Mus 20A/20B History & Literature of Music
Mus 27AD Concert Band
Mus 30A/30B College-Community Chorus
Mus 29AD Estudiantina
Mus 30 Intro. to Music Literature & Listening
Mus 31 Intro. to Twentieth-Century Music
Mus 33AD Symphony Orchestra
Mus 64AD College-Community Band
Phil 1A Introduction to Philosophy
Phil 1B Ethics
Phil 25 Religions of the Modern World
Phil 10 Beginning Communication with the Deaf
Phil 11 Intermediate Communication with the Deaf
Phil 12 Advanced Communication with the Deaf

Span 1 Elementary Spanish

Span 1A/1B Elementary Spanish

Span 2 Elementary Spanish

Span 2/2B Elementary Spanish
Span 3 Intermediate Spanish

Span 4 Intermediate Spanish

Span 5A/5B Beg. Conver. Spanish & Culture
Span 20A/20B Bilingual Spanish

II. UNITS, GRADE POINT AVERAGE, RESIDENCE AND FINANCIAL OBLIGATIONS REQUIREMENTS

A. Sixty (60) degree applicable units

B. Grade point average of 2.0 or better for all degree applicable college work.

C. Completion of a minimum of forty-five (45) degree applicable units in residence, or completion of at least
TRANSFER REQUIREMENTS

Two principal requirements must be met in order to attain full junior standing at a state university, the University of California, or other institutions maintaining equivalent standards to which the student expects to transfer. These are as follows:

1. The completion of the specified requirements for junior standing in the proposed senior college or university; and
2. The completion of the lower-division prerequisites for upper-division majors and minors.

These vary according to the requirements of the institution of higher education in which the student expects to enroll. A STUDENT EXPECTING TO TRANSFER TO SUCH AN INSTITUTION SHOULD CONSULT THE CATALOG OF THE INSTITUTION REGARDING SPECIFIC REQUIREMENTS and plan their Imperial Valley College work so that these requirements will be met. Additional information is available in the Counseling Center.

Transferable courses to the California State University system and/or the University of California system are indicated by (CSU, UC) following the catalog description. Students are advised to contact their counselor to determine which specific courses are applicable to their educational objective.

A student planning to transfer to the California State University system can, at their request, have the general education requirements certified by Imperial Valley College. In order to meet this certification, a student must complete thirty-nine (39) units of selected general education in one of five areas: English communication and critical thinking; physical universe and its life forms; arts, literature, philosophy, and foreign language; social, political, and economic institutions; and understanding life and self-development. With the certification of general education completed by Imperial Valley College, a student can transfer to a California State University assured that no further general education will be required in the lower division area.

The Specific General Education Pattern for the California State University system follows:

A. ENGLISH COMMUNICATION & CRITICAL THINKING (9 semester or 12 quarter units)

1. Oral Communication (1 course required)
   Sp 1 (3)
2. Written Communication (1 course required)
   Eng 1A (3)
3. Critical Thinking (1 course required)
   Eng 11 (3.5) Phil 10 (3)
   Eng 50 (3) Sp 10 (3)

B. PHYSICAL UNIVERSE AND ITS LIFE FORMS (9 sem or 12 qtr units with at least one lab course marked with an L)

1. Physical Science (1 course required)
   Ag/Env Sci 5 (3) Chem 12A (L) (5)
   Ag 40 (L) (3) Geol 2 (3)
   Astron 21 (3) Phys 4A (L) (5)
   Chem 1A (L) (5) Phys 4B (L) (5)
   Chem 1B (L) (5) Phys 4C (L) (5)
   Chem 2A (L) (4) Phys 10 (L) (4)
   Chem 5 (L) (4)

2. Life Science (1 course required)
   Ag 14 (L) (3) Bio 21 (L) (5)
   Anat 8 (L) (4) Physiol 1 (L) (4)
   Anat 10 (L) (5) Psych 2 (3)
   Andro 1 (3) Zool 1A (L) (4)
   Bio 3 (L) (4) Zool 1B (L) (4)

3. Math/Quantitative Reasoning (1 course required)
   Math 2 (5) Math 10B (3)
   Math 3A (5) Math 12/Bus 26 (3)
   Math 3B (5) Psych 13 (3)
   Math 4 (5) Math 15/Bus 15 (4)
   Math 10A (3)

C. ARTS, LITERATURE, PHILOSOPHY, AND FOREIGN LANGUAGE (9 sem or 12 qtr units) 3 courses must be completed with at least 1 course from the Arts category and 1 course from the Humanities category.

   Arts Category
   Art 3A (3) Mus 7 (3)
   Art 3B (3) Mus 20A (3)
   Art 4 (3) Mus 20B (3)
   Art 5 (3) Mus 30 (3)
   Dm 1A 5 (3)
   Dm 1B 5 (3)

   Humanities Category
   Eng 1B (3) Hum 1A (3)
   Eng 41 (3) Hum 1B (3)
   Eng 42A (3) Hum 25 (3)
   Eng 42B (3) Hum 26 (3)
   Eng 43A (3) JPN 1A (3)
   Eng 43B (3) JPN 1B (3)
   Eng 46A/ (3) Phil 1A (3)
   Span 28A (3) Phil 1B (3)
   Eng 46B/ (3) Phil 11 (3)
   Span 28B (3) Phil 25 (3)
   Eng 47 (3) Pl 10 (4)
   Fr 1 (5) Pl 11 (4)
   Fr 1A (2.5) Pl 12 (3)
   Fr 1B (2.5) Span 1 (5)
   Fr 2 (5) Span 1A (2.5)
   Fr 2A (2.5) Span 1B (2.5)
   Fr 2B (2.5) Span 2 (5)
   Fr 3 (4) Span 2A (2.5)
   Fr 4 (4) Span 2B (2.5)
   Fr 5 (3) Span 3 (3)
   Fr 10 (3) Span 4 (5)
   Fr 11 (3) Sp 20A (5)
   Gtr 1A (2) Span 20B (5)

D. SOCIAL, POLITICAL, AND ECONOMIC INSTITUTIONS (9 sem or 12 qtr units)

1. American Institutions (6 units required - choose one sequence) Completion of one of these sequences meets the U.S. History, Constitution and American Ideals requirement as per Ex Or 405.
   a. Hist 17A/17B (3-3)
   b. Poly Sc 1/2 (3-3)
   c. Hist 17A/Poly Sc 1 (3-3)
   d. Hist 17B/Poly Sc 2 (3-3)

2. Select one course from a subject area not completed in Section D, Part 1.
   Adn 201 (3) Hist 45A (3)
   Adn 30 (3) Hist 45B (3)
   Anthro 2 (3) Poly Sc 3 (3)
   Anthro 4 (3) Poly Sc 14 (3)
   Anthro 6 (3) Psych 1A (3)
   Anthrop 8 (3) Psych 1B (3)
   ECE 20/ (3) Psych 3 (3)
   Psych 20 (3) Psych 17/ (3)
   Econ 1 (3) Soc 17 (3)
   Econ 2 (3) Soc 1 (3)
   Geog 2 (3) Soc 10 (3)
   Geog 3 (3) Soc 10 (3)
   Hist 30 (3)

E. LIFELONG UNDERSTANDING AND SELF-DEVELOPMENT (3 sem or 4 qtr units)

   HE 1 (3) Psych 4 (3)
   HR/Psy 3 (3) Psych 35 (3)
   HR/Psy 16 (3) Social 33 (3)

Transfer Credit

In state universities, and at the University of California, a maximum of 70 semester units earned in a community college may be applied toward the bachelor's degree, with the exception that no upper-division credit may be allowed for courses taken in a community college and no credit may be allowed for professional courses in education taken in a community college. Many other colleges and universities also allow credit for 70 units of lower-division work completed at a community college.

INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)

The Intersegmental Committee of the Academic Senates recently approved the Intersegmental General Education Transfer Curriculum (IGETC) which will be implemented Fall 1991. The IGETC is a series of courses that community college students can use to satisfy lower-division general education requirements at any CSU or UC campus. The IGETC will provide an option to the California State University General Education Requirements and will replace the University of California Transfer Core Curriculum.
The Intersegmental General Education Transfer Curriculum will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division, general education courses to satisfy campus G.E. requirements.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, general education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's general education requirements or those of a particular UC campus.

Detailed information of IGETC was not available at time of publication of this catalog. Interested students should contact a counselor for further information.

### OCCUPATIONAL CURRICULUM

Imperial Valley College has developed career programs which reflect employment opportunities of our county and region. Advisory committees work closely with the college to assure each student the best in education and real employment opportunities upon graduation.

In developing a major program, each student should plan on completing graduation requirements for the Associate in Arts or Associate in Science Degree. It is recommended that students should plan a broad educational background including general education courses. It is most important that students consult with a counselor during their first semester in preparing programs to determine the appropriate sequence of courses. Further, it should be noted that the final responsibility for the selection of proper courses rests with the student.

### CERTIFICATES

Occupational Certificates are awarded to convey evidence that well-defined levels of proficiency have been attained in designated occupational fields. Certificate programs are available in some of the occupational areas for which the college offers the Associate Degree. To qualify for an Occupational Certificate, a student must:

1. Complete all courses listed for a particular certificate.
2. Achieve a “C” grade average (2.0 GPA) for all courses used to complete the certificate.
3. File a certificate petition with the Registrar not later than the end of the fourth week of each semester and the first week of the summer session.

### Certificates are offered in the following areas:

- Administration of Justice
- Agricultural Engineering Technology
- Agriculture Business Management
- Alcohol and Drug Studies
- Field Archaeology
- Auto Body Repair and Painting
- Automotive Technology
- Banking
- Administrative Certificate in Bank Operations
- Credit Administration Certificate in Banking
- Secretary Certificate-Bank Service
- Business Office Technologies
- Accounting Technician
- Administrative Secretary
- Office Technician
- Business Supervision
- Computer Information Systems
- Correctional Science
- Crop Science
- Early Childhood Education
- Electronics
- Emergency Medical Technician I
- Emergency Medical Technician II
- Emergency Medical Technician-Paramedic
- Fire Science
- Graphic Arts - Multi Media
- Graphic Arts - Printing
- Health Assistant
- Home Health Aide
- Human Reliefs
- Infant/Toddler
- Legal Assistant
- Library Technician - Basic
- Marketing Sales Technology
- Nutrition Management-Dietary Manager
- Nutrition Management-School Food Services Manager
- Patent Information Administration Specialist
- Pharmacy Technician
- Power Plant Operations Technician
- Real Estate
- Recreation
- Rehabilitation Technician for the Physically Limited
- Small Business Management
- Transcription Specialist
- Vocational Nursing
- Waste Water Technology
- Water Treatment Technology
- Welding

### TIPOS DE CURSOS Y PROGRAMAS

Para que el colegio del Valle Imperial pueda lograr su meta de servir a todo estudiante que desee una educación, una variedad de cursos están a la disposición del estudiante. Algunos de los cursos pueden ofrecer al estudiante destrezas para obtener un trabajo. Otros cursos ofrecen educación general, la cual ayuda a todo estudiante a vivir vidas productivas dentro de una sociedad compleja como la nuestra. Además, otros tipos de cursos proveen el conocimiento básico para que el estudiante centre sus estudios en instituciones superiores de cuatro años.

Un estudiante puede cursar los primeros dos años de estudio universitario en el colegio, tomando clases de educación general. Así, el estudiante tiene la oportunidad de iniciar sus estudios superiores mientras vive cerca de su hogar. Esta oportunidad no sólo permite que el estudiante ahorre dinero si no también ofrece al estudiante una transición de la preparatoria a un recinto de estudios de dos años y posteriormente a una institución de cuatro años.

Muchas de las necesidades del estudiante que busca empleo, pueden satisfacerse al terminar su segundo año de estudio en el colegio. La meta del Colegio Externo es ofrecer un programa de estudio para estudiantes que deseen cursar sus cursos preparatorios para ingresar a una institución de estudios superiores de cuatro años.

1. **El Turno Vespertino de Clases en el Colegio**
   - El turno vespertino de clases en el colegio, se compone de cursos regulares. Estos cursos ofrecen la oportunidad para que el estudiante adquiera un diploma/título (Associate in Arts Degree o Associate in Science Degree), también el estudiante puede tomar cursos preparatorios para ingresar a una universidad/colegio, o mejorar cualquier deficiencia académica que haya tenido en la preparatoria, o simplemente tomar clases que le interesen.

2. **Colegio Externo**
   - El programa del Colegio Externo ofrece a los residentes del Condado Imperial acceso conveniente y práctico a cursos del colegio. Estos cursos se ofrecen a través de toda la comunidad en 98 localidades en el condado. La mayoría de los centros ofrecen cursos de turno matutino y vespertino. La facultad docente del colegio extenso es de media jornada. El colegio externo también cuenta con personal administrativo y dos asesores académicos.

3. **El Programa de Trabajo y Estudio**
   - El programa de trabajo es coordinado entre el Colegio de la Comunidad del Valle Imperial y los empresarios públicos o privados de la comunidad. El colegio provee la organización y la coordinación de los salones de clases y el personal.
Los pagos de estudiantes no residents o extranjeros deberán hacerse sin retraso.

Otros Gastos/Cuotas

Habla un cobro de $10.00 por cada cheque que sea devuelto al colegio por falta de fondos.

POLIZA DE REEMBOLSO

Al terminar el proceso de la forma de reembolso, el reembolso se hará bajo las siguientes condiciones:

1. Un error en algún pago o cuota de matrícula
2. El pago o cuota de matrícula de una clase descontinuada

La solicitud de reembolso tendrá que llenarse y entregarse antes de que se cierre la inscripción para poder recibir el reembolso de lo siguiente:

1. Pago de inscripción
2. Pago de estacionamiento
3. Cuota de matrícula

PERMISO DE ESTACIONAMIENTO

Todos los vehículos estacionados en las áreas de estacionamiento del colegio deberán tener un permiso de estacionamiento vigente. Si va a traer un vehículo al colegio, favor de llenar la forma de inscripción.

ACREDITACION

El colegio está oficialmente acreditado por Accreditin Commission of Junior Colleges, Western Association of Schools and Colleges, American Welding Society, State Department of Education, and Commissions on Peace Officers Standards and Training. La Universidad de California, y otros colegios y universidades aceptan las unidades obtenidas en este colegio.

SERVICIOS DE ASESSORAMIENTO ACADÉMICO

Es la intención del Colegio ofrecer a todos los estudiantes información pertinente la cual necesitarán en el formulario de sus metas y objetivos, y asistirles en aprovechar al máximo sus potenciales y estímulos. El asesoramiento académico se ofrece por asesores profesionales, con habilidades y entrenamiento en áreas académicas, vocacionales, y asesoramiento personal. El Centro de Asesoramiento está abierto de 8:00 a.m. a 8:00 p.m. de Lunes a Jueves, y de 8:00 a.m. a 5:00 p.m. los Viernes durante el año escolar. Un Centro de Carreras se encuentra localizado en el Centro de Asesoramiento. El Centro de Carreras provee extensa información vocacional y de carreras.

Aún cuando los asesores académicos ayudan a los estudiantes en el planeamiento de sus metas académicas a largo plazo, la responsabilidad de llenar los requisitos para graduación o los requisitos para transferirse a otra universidad o colegio tiene que ser asumida por cada estudiante. En el Centro de Asesoramiento los alumnos tienen acceso a una biblioteca de referencias y catálogos (Career Center) de diferentes colegios y universidades.

ACTIVIDADES ESTUDIANTILES

Las actividades de los estudiantes están reglamentadas por la Asociación Estudiantil del Colegio. Los estudiantes que les interese tratar con el público encontrarán una oportunidad de desarrollar esta habilidad en clubs y eventos sociales durante el año. Los estudiantes que estén interesados en la música, periodismo, o administración de los asuntos estudiantiles, encontrarán la oportunidad para participar en estas actividades.

LIBRERÍA Y CENTRO COLEGIAL

La librería del colegio está mantenida por el distrito mediante un acuerdo de arrendamiento con una compañía privada. En la librería del colegio el estudiante puede encontrar libros de texto y útiles escolares. En el edificio del Centro Colegial se encuentra una cafetería la cual ofrece al estudiante comida y refrescos.

ATLETISMO


CENTRO DE APRENDIZAJE

Tutoría está disponible para todos los estudiantes que están registrados en el colegio del Valle Imperial. El centro de tutoría está localizado en la biblioteca (Spencer Library Media Center). El centro de aprendizaje ofrece una variedad de programas de tutoría que proporcionan asistencia reparable, así como también programas de enriquecimiento para dirigir al estudiante a una mejor manera de estudiar, como tomar notas y como prepararse para tomar el exámenes. Estas sesiones son basadas sobre las reglas del programa de cada individuo y podrán ser en la forma de tutoría individual o en grupos. Dependiendo en el horario, tutoría de introducción también está disponible.

Además, se ofrecen servicios bilíngües para estudiantes que hablen poco inglés y desean ayuda académica en la interpretación de su curso. Grupos de conversación se ofrecen para aquellas personal que hablan poco inglés para que practiquen conversando y se extiendan en el aprendizaje.

OFICINA DE ASESORAMIENTO DE SU NIVEL ACADÉMICO

El colegio requiere que todo estudiante que planea inscribirse en una clase de lectura, escritura, o matemáticas, tome los exámenes de ubicación para determinar su nivel académico en dichas áreas, y así poder ubicarlos en las clases apropiadas.

PROCESO DE MATRICULACIÓN

Matriculación es un proceso que promueve y sostiene los esfuerzos de estudiantes de colegios comunitarios para lograr sus metas educacionales mediante un programa coordinado de instrucción y el uso apropiado de programas y servicios. Inscripción en el colegio consiste en un acuerdo en el cual el colegio es responsable de lo siguiente:

1. Asistir al estudiante en lograr éxito en sus estudios.
2. Asistir al estudiante a tomar buenas decisiones basándose en información correcta.
3. Ofrecer servicios y recursos para seleccionar las clases apropiadas que vayan de acuerdo a la carrera del estudiante.
4. Proporcionar al estudiante la oportunidad de desarrollar un plan de estudio.

El estudiante es responsable de lo siguiente:

1. Seleccione una carrera después del semestre en el cual se cursaron 15 unidades.
2. Inscripciones en clases.
3. Asistir a clases.
4. Tomar sus estudios en serio.
5. Consultar con un asesor académico para desarrollar un plan de estudio.
7. Lograr su meta educacional.

Si el estudiante no cumple con sus responsabilidades, el colegio puede suspender los servicios prestados al estudiante. El colegio no puede suspender ningún servicio al estudiante el cual tiene derecho bajo cualquier otro provisión de la ley y el estudiante tiene el derecho de apelar cualquier regulación de matriculación.

REGLAMENTOS

ADMISION

La admisión al colegio está reglamentada por las leyes del Estado y dichos reglamentos suplementarios son prescritos por la mesa directiva. El estudiante que se inscribe en ocho o más unidades en cualquier semestre o al ver aprobado ocho unidades o más, se le requiere que (1) se asegure tener una copia oficial de su registro de calificaciones de la preparatoria o de otra institución de estudio superior en la Oficina de Inscripción; (2) tomar los exámenes de ubicación.

A todo estudiante se le admite bajo una de las siguientes clasificaciones:

1. Graduado de preparatoria (High School) o su equivalencia (General Educational Development o California High School Proficiency Examination).
2. No-graduado de preparatoria que tenga 18 años de edad.
3. Estudiante de preparatoria recomendado por el director de la escuela para tomar de una a nueve unidades de clases. (Tiene que entregar documentación de que está inscrito en la preparatoria.) Participación en actividades extra-curriculares deben confinarse a la preparatoria. Estos estudiantes tendrán que asistir a la preparatoria (High School) medio tiempo.
4. Estudiantes que se transfieran de colegios y entreguen registros de calificaciones oficiales (preparatoria y colegios) se les dará preferencia.
5. Estudiantes extranjeros o de otros estados se les puede aceptar para inscripción, pero se les cobrará cuotas de matrícula. Para más informes acerca de esta cuota comunícense con la Oficina de Inscripción.

REGISTRO DE CALIFICACIONES DEL ESTUDIANTE

El colegio da gratuitamente los primeros dos registros de calificaciones al estudiante. Habrá un cobro de $2.00 dólares por cada registro adicional. Se suspenderá un pedido de registro si el estudiante debe alguna cuota. Registros de calificaciones por medio de fax cuestan $12.00 cada uno y no se consideran oficiales.

DERECHOS EDUCATIVOS DE LA FAMILIA Y ACTA DE CONFIDENCIALIDAD DE 1974

Todos los registros educativos de los estudiantes que se inscriben en el colegio se archivan de acuerdo a las provisiones definidas en los Derechos Educativos de la Familia y Acta de Confidencialidad de 1974 (Family Educational Rights and Privacy Act of 1974). La Oficina de Inscripción y Servicios de Asesoramiento Académico tienen disponible la siguiente información sobre cada estudiante: nombre, domicilio, teléfono, fecha de nacimiento, número de inscripción, lista de clases y series, maestros, número de unidades, número de salones, horas de clases del estudiante, fechas de asistencia, fecha de inscripción y abandonos de clases, participación en actividades, y honores recibidos. Cualquier estudiante que no desee que su nombre aparezca en la lista de información deberá hacer una petición para que sus datos se mantengan confidenciales. Esto se debe hacer antes de que se inicie las clases.

Si desea información adicional o una copia de esta ley, favor de comunicarse con la Oficina de Inscripción que se encuentra en el Edificio Administrativo.

PLAN DE ACCIÓN DE NO-DISCRIMINACION

La residencia de un padre con el cual un menor no casado vive se considera la residencia del menor soltero. Cuando el menor no vive con ninguno de los dos padres, se considerará el último lugar de residencia en el cual el joven tuvo con sus padres. El joven puede establecer su propia residencia cuando los padres han fallecido y no se ha asignado a algún tutor legal.

5. El menor no podrá cambiar su residencia si uno de sus padres aún vive, o por un oficial legal de su tutor, o por el derecho adquirido por haber sido abandonado por sus padres, a menos que el joven califique para mantenerse a sí mismo.

Se puede pasar por alto alguno de los puntos de determinación de residencia ya citados. Si el estudiante por otra parte es clasificado como "no-residente", pero sí cumple con una de las siguientes excepciones, se puede permitir la clasificación de "residente" hasta que obtenga la clasificación. Las excepciones son:

1. Menores que permanecen en California después que sus padres se han mudado del estado, siempre y cuando los padres hayan sido residentes de California antes de la fecha de clasificación de residencia.

2. Menores que se mantienen a sí mismos y han vivido en California por un año antes del semestre, se les permitirá la clasificación de residente.

3. El estudiante que aún no es adulto por más de un año antes de la fecha de determinación de residencia, puede agregar el tiempo de residencia antes de cumplir los 18 años de edad el tiempo de residencia después que cumplió los 18 años de edad para obtener los requisitos de residencia.

4. A partir del 1ro de Enero de 1995, todo estudiante que sea miembro de la fuerza militar de los Estados Unidos asignado a un estado de California en función del servicio militar, puede ser clasificado como residente si los requisitos de residencia se mantienen.

5. El extranjero adulto que no sea de los Estados Unidos, por el Acta de Inmigración y Nacionalidad puede ser elegible para establecer residencia si cumple con los requisitos de residencia, lo que se puede determinar por el tiempo de residencia después que cumplió los 18 años de edad. El tiempo de residencia después que cumplió los 18 años de edad para obtener los requisitos de residencia.

6. El extranjero adulto que no sea de los Estados Unidos, por el Acta de Inmigración y Nacionalidad puede ser elegible para establecer residencia si cumple con los requisitos de residencia, lo que se puede determinar por el tiempo de residencia después que cumplió los 18 años de edad. El tiempo de residencia después que cumplió los 18 años de edad para obtener los requisitos de residencia.

7. A un estudiante que sea un aprendiz de los estudiantes en la Sección 3777 del Código de Trabajo, tiene el derecho de ser clasificado como residente.

8. Un estudiante que es empleado de tiempo completo de una institución de estudios superiores en California, o que sus padres o esposos son empleados de tiempo completo, tiene el derecho de ser clasificado como residente.

Requisitos de Residencia Legal

Bajo el Código de Educación, un estudiante tiene que pagar por la inscripción que recibe a menos que justifique su residencia como estudiante, o que reúna los requisitos de cierto programa especial.

Toda persona inscrita o que esté solitando admisión a un colegio comunitario, con el propósito expreso de ser admitido o matriculado es clasificado como "residente" o "no-residente".

El estudiante clasificado como "residente" será admitido sin tener que pagar la cuota de matrícula de un "no-residente". El estudiante clasificado como "no-residente" tendrá que pagar la cuota de matrícula asignada por la mesa directiva.

1. Un "residente" es una persona que ha residido en California por lo menos un año y un día antes de matricularse.

2. Un "no-residente" es una persona que no ha residido en California por más de un año y un día antes de matricularse.

La "Fecha de Determinación de Residencia" tendrá que ser el mismo día que precede al primer día de clases ya sea en el semestre o al terminar las clases de verano.

En California se requiere que el estudiante radique físicamente en California con el propósito de establecerse permanentemente.

Para determinar el lugar de residencia de un estudiante, se hace referencia a lo siguiente:

1. Cualquier persona que esté casada o de 18 años de edad o mayor, y sin ninguna imposibilidad legal para establecer residencia.

2. Solo puede admitirse un lugar de residencia.

3. La residencia puede cambiarse por medio de un acto de unión o intento.

El colegio no discrimina en la admisión ni al proporcionar programas y actividades por motivo de nacionalidad, color, religión, edad, estado civil, origen, sexo, o incapacidad física del individuo.

Clases de Corte Duración

Los procedimientos de inscripción para clases de corte duración son iguales a las clases regulares. Sin embargo, a continuación se presenta una lista de puntos acerca de estas clases que se tienen que tomar en cuenta:

1. Los estudiantes pueden inscribirse en clases de corte duración hasta un quinto de la duración del curso.

2. El último día para retirarse de una clase con una "W" es de tres-quintos de la duración del curso.

3. Se pueden reembolsar las cuotas de pago hasta un quinto de la duración del curso.

4. Se registrarán las unidades en el último semestre que terminen las clases. Por ejemplo, si la clase empieza durante el semestre de otoño y continúa hasta el semestre de primavera, las unidades y calificaciones se registrarán en el semestre de primavera.

Cambios en los Horarios de Clases

Al inscribirse en cursos, se espera que el horario de clases que entregue el estudiante sea exacto; y que no se hagan cambios al archivarse la inscripción. Si se tiene que hacer un cambio, el estudiante puede agregar clases durante el tiempo indicado al principio de cada semestre. Los cambios pueden hacerse por medio de llenar una forma para agregar clases (add card) y la debida aprobación del maestro. Esta forma se entregará en la Oficina de Inscripción.

Sistema de Calificaciones para Becas

Las calificaciones se usan en la calidad de trabajo que esté tomando el estudiante para determinar la que se está tomando. Las calificaciones que indican el logro académico del estudiante se entregan cuando termina cada semestre.

Un promedio de 2.0 (C) o mejor tiene que obtenerse en las clases.

Calificaciones

1. Calificaciones

A Excelente
B Mejor que el promedio Medio
C Promedio Medio
D Bajo Promedio
F Reprobado
I Clase No Terminada (Incomplete)

Se puede acordar un contrato de incompleto para TRABAJO NO TERMINADO, indicando las razones de salud u otra razón de fuerza mayor por las cuales no se terminó la clase.
Dejar Una Clase (Withdrawal Grade)

Un estudiante puede dejar cualquier clase en el colegio con una calificación de "W" al finalizar la semana número 14 o menos del 75% del semestre, por medio de llevar y entregar una forma de abandono de clases (drop card) en la Oficina de Inscripción. Después de la semana número 14 o menos del 75% del semestre, el estudiante puede dejar una clase pero recibirá una calificación.

Cualquier instructor puede dar de baja de una clase a un estudiante durante las primeras 14 semanas menos del 75% del semestre, por faltas excusivas a clase o por razones de disciplina.

Se asignarán las siguientes calificaciones por dejar una clase de acuerdo a la siguiente lista:

- Primer 75% de la clase: Calificación de "W"
- Último 25% de la clase: Otra calificación en lugar de "W"

Todas las calificaciones de "W" son oficialmente procesadas por la Oficina de Inscripción. El maestro puede entregar formas de abandono de clase con o sin la firma del estudiante durante las primeras 14 semanas o menos del 75% del semestre. Durante las primeras 14 semanas o menos del 75% del semestre, el estudiante no le tendrá la oportunidad de entregar formas de abandono de clases. Si el estudiante entrega una forma de abandono de clases será procesada con la firma o sin la firma del maestro. El maestro será informado de la solicitud de abandonía de clases del estudiante.

En casos de fuerza mayor al estudiante se le permitirá retirarse de una clase después del último día de la semana número 14 o menos del 75% del semestre entregando una petición después de haberlo consultado con su maestro.

Casos de fuerza mayor deberán ser verificados por el estudiante como tales, por ejemplo, un accidente o enfermedad seria, o la asignación del estudiante a otro lugar por orden militar.

Inscripción en Curso Preparatorio (Proficiency Enrollment)

Una vez que el estudiante a término un curso preparatorio con una calificación aceptable, no podrá tomar un curso preparatorio más bajo del que ya tomó en la misma área.

Por ejemplo: Un estudiante no debe inscribirse en inglés 2B después de haber aprobado inglés 1A. (Eso no aplica a cursos de repaso vocacionales.)

Cómo Repetir una Clase (Repeated Classes)

Procedimiento para repetir una clase:

a. El estudiante que desee repetir una clase debido a que obtuvo una D o F de calificación tendrá que llenar una Forma de Repetición de Clase (Notice of Repeated Class Card). Esta forma se entregará a la Oficina de Inscripción antes de que se dé a la clase que se quiere repetir.

b. Bajo circunstancias especiales, un estudiante puede repetir un curso en el cual obtuvo una calificación de "C" o "D". La repetición de este curso está permitida por medio del proceso de Petición. Las calificaciones que se obtengan de clases repetidas no podrán utilizarse para calcular el promedio de calificaciones.

7. Créditos por Medio de Tomar un Examen (Credit by Examination)

Un estudiante inscrito puede hacer petición para tomar un examen en lugar de tomar la clase entre la sexta y decima semana de cada semestre. Un máximo de 25 unidades se pueden utilizar para graduación utilizando este proceso. No se utilizarán más de 15 unidades por semestre. El costo para tomar cada examen será de $30.00 dólares por unidad más $10.00 dólares de costos administrativos. La forma de petición para créditos por medio de un examen puede obtenerse en la Oficina de Inscripción.

8. Crédito por Medio de Tomar Exámenes de Ubicación Avanzada (Advanced Placement Examinations)

El colegio otorga crédito para el título (A.A. o A.S.) a estudiantes que terminen exitosamente exámenes del "Advanced Placement Program of The College Board". A los estudiantes que presenten calificaciones de 3 puntos o mejor el colegio les otorgará crédito.

9. Crédito Otrógado por medio de Programas y Cursos de Ocupación Regional

Poblazión:

El Colegio del Valle Imperial otorga crédito para el título (A.A. o A.S.) al completar cursos específicos del Programa de Ocupación Regional (ROP) que se han articulado con cursos del Colegio del Valle Imperial. El Colegio otorgará crédito solo si:

1. El curso de ROP ha sido terminado con calificación de "B" o mejor.
2. El instructor de ROP ha recomendado al estudiante.
3. El curso de nivel más avanzado está terminado en el Colegio del Valle Imperial con una mínima calificación de "C" para cursos de Tecnología de Nuevos Ocupaciones y de Enfermería y un calificación mínima de "B" en cursos de Administración de Justicia.

10. Crédito Otrógado a Militares


a. Al presentar la forma DD214 (mínimo de 180 días de participación activa que incluye entrenamiento básico) al Representante Asistente de Veteranos del Ejército, el veterano puede obtener automáticamente 4 unidades de crédito por entrenamiento básico del servicio militar de los Estados Unidos de Norteamérica, 2 unidades de educación física y dos unidades en educación de la salud.

b. Se considerará crédito adicional por medio de una petición y documentación apropiada.

c. El total de créditos militares no tendrá que exceder 16 unidades.

12. Crédito Otrógado en Cursos Universitarios

Créditos obtenidos en cursos universitarios no podrán usarse para obtener un título (A.A. o A.S.). La excepción es si el curso universitario se ofrece a nivel de colegio común.
13. Renovación Académica (Academic Renewal)

Esta es una póliza que excluye calificaciones bajas sin tener al estudiante que repita clases. Un estudiante puede hacer una petición de Renovación Académica después de un periodo de cinco años y después de haber cursado 12 unidades con un promedio de 2.0 o más alto.

Calificaciones de D's, F's o un semestre completo pueden ser excluidas. Un máximo de dos semestres o 30 unidades pueden ser excluidas. Se tiene que consultar a un asesor académico para hacer una petición de Renovación Académica. Una vez que se ha aprobado este proceso, las clases o calificaciones que han sido excluidas no podrán volver a reinstalarse.

CALIFICACIONES PARA EL SEMESTRE

Al finalizar el semestre la Oficina de Inscripción enviará al estudiante su boleta de calificaciones.

CONDUCTA DEL ESTUDIANTE

Se entiende de antemano que una vez que ingresa el estudiante al colegio está enterado de los Reglamentos de Conducta para los Estudiantes. Los Reglamentos pueden encontrarse en el "Handbook for Faculty Advisors and Student Leaders" que está disponible en la Oficina de Actividades Estudiantiles.

REGLAMENTOS DEL COLEGIO

Velocidad de 10 m.p.h. en la escuela será estrictamente enforzada.

Esta prohibido fumar en todos los edificios del colegio.

Vehículos impulsados por si mismos o de motor, que no pertenecen al distrito, con la excepción de sillas de ruedas, no son permitidos en las aceras y canchas de juego.

PERIODO DE PRUEBA ACADÉMICA

El Período de Prueba Académica (Academic Probation) es un sistema que se utiliza para identificar el progreso del estudiante que está experimentando alguna dificultad en progresar en su programa de estudio, y a la misma vez ofrece asistencia al estudiante para reevaluar objetivos académicos y asestar para que logre sus metas académicas.

El estudiante que está en este periodo de prueba académica será identificado lo más pronto posible al finalizar cada semestre y será referido al Centro de Asesoramiento Académico (Counseling Center).

Hay dos clases de Período de Prueba Académica:

- Prueba Escolarista
- Bajo Prueba por Falta de Progreso

Bajo Prueba por Falta de Progreso

Al final de cada semestre, cualquier estudiante que se halla inscrito en 12 unidades o más y que haya obtenido calificaciones de W's, F's y NC's en el 50 porciento o más de esas unidades, será puesto bajo-prueba por falta de progreso (Lack-of-progression-probation). Un estudiante que está bajo-prueba por falta de progreso, no será removido de esa prueba hasta que el porcentaje de unidades en W's, F's, y NC's ya terminadas sean de un 50 por ciento o más de la inscripción registrada del estudiante.

ESTADO PROVISIONAL

Un estudiante nuevo que esta inscrito en más de seis unidades y que está en una de las siguientes categorías será admitido bajo estado provisional:

1. El promedio de calificaciones en la preparatoria (High School) fue menos de un 2.0, se excluye solamente educación física y ciencia militar.
   \[ A = 4.0 \quad B = 3.0 \quad C = 2.0 \quad D = 1.0 \quad F = 0 \]

2. Si el estudiante no es un graduado de preparatoria.

El estudiante en estado provisional tendrá que planear con un asesor académico, un programa de estudio al nivel de su habilidad. Es recomendable que el estudiante tenga conferencias periódicas con el asesor para así regularizar su programa de estudios de acuerdo a su aptitud y logros académicos.

El estado provisional se termina cuando el estudiante a terminado exitosamente 12 unidades de trabajo académico.

PETICIONES Y PROCESO DE AUDIENCIAS

El estudiante que no asiste o que aún está asistiendo al colegio tiene el derecho de buscar y recibir respuestas a cualquier pregunta relacionada a su programa de estudios de acuerdo con la filosofía educativa del Distrito del Colegio Comunitario del Valle Imperial.

Proceso para Hacer Una Petición

El proceso de petición se utiliza para obtener una excepción a alguna de las reglas o requisitos del colegio.

Procedimiento Para Hacer La Petición

El estudiante utilizará una forma de petición (disponible en la Oficina de Inscripción) después de ser revisada, se le informará sobre la resolución tomada. Si el estudiante no está satisfecho con la resolución que se tomó, puede hacer otra petición, esta vez ante un comité.

Proceso Para Una Audiencia

Hay tres áreas establecidas de las cuales se requiere que el estudiante entre a inscripción siga reglas establecidas para pedir una audiencia. Estas son:

1. Reglamentos de la Conducta del Estudiante
2. Acceso a los Archivos de los Estudiantes y Procedimientos de Demanda
3. Póliza de Procedimiento de Agravio en Asuntos de Impuntualidad

Procedimientos Para Una Audiencia

A un estudiante u organización se le solicita que escriba un resumen de los puntos o preguntas que desea discutir y entregarlas al Oficial de Inscripciones, quien es la persona designada para coordinar el procedimiento de audiencia.

ASISTENCIA Y RETIRO DE CLASE AUTOMATICAMENTE

Un estudiante que no asistiría al primer día de clases será automáticamente dado de baja de la clase. Si el estudiante desea ser readmitido a la clase, su estado como estudiante será igual a cualquier otro estudiante que desee inscribirse en la clase.

Se espera asistencia regular departe de todos los estudiantes inscritos en las clases. A los maestros se les pide que tomen en consideración la asistencia del alumno para determinar la calificación que recibiría el estudiante. Al estudiante se le puede excluir de las clases durante cualquier semestre cuando las ausencias después de haberse cerrado la inscripción, excede el número de horas de la cual la clase se reúne por semana. Además, el maestro tiene la autoridad de expulsar a un estudiante que esté perturbando la clase.

Tres tardanzas departe del estudiante son consideradas una falta. Asistentes oficialmente aprobados para asistir a las clases están en el programa de estudiantes aprobados para este propósito.

RETIRARSE DE UNA CLASE COLUNITARIAMENTE

Un estudiante que se ve obligado a darse de baja del colegio por circunstancias de fuerza mayor tendrá que comunicarse con la Oficina de Inscripción (Registration Office) para seguir los procedimientos apropiados. (Ver "Calificaciones de Retiro de Clases")

EXPULSION ACADÉMICA

Este es un sistema de interrupción forzosa de asistencia al colegio en casos en que el estudiante no es capaz de progresar en programas académicos dentro de los recursos disponibles en el colegio.

Expulsión Escolasticas

Esta expulsión ocurre al finalizar el semestre de primavera cuando el estudiante ha sido previamente puesto en prueba académica, y tiene un promedio total de puntos de 1.75 o menos en los últimos tres semestres consecutivos de inscripción. Los estudiantes que sean expulsados del colegio no se les permitirá inscribirse durante el próximo semestre o durante la sesión de verano, excepto con permiso especial después de haber hecho una petición al comité apropiado.

Expulsión por Falta de Progreso

La expulsión por falta de progreso (Lack-of-Progress Dismissal) ocurre al terminar el semestre de primavera en el cual el estudiante ha sido puesto previamente bajo prueba por falta de progreso, y tiene un 50% o más de inscripción acumulada de "W", "F", o "NC" en los últimos tres semestres consecutivos de inscripción. El estudiante que sea expulsado por falta de progreso no se le permitirá que se inscriba durante el siguiente semestre o la siguiente sesión de verano, excepto con permiso especial después de haber hecho una petición al comité apropiado.

ELIGIBILIDAD Y CERTIFICACION DE INSCRIPCION PARA VETERANOS DEL EJERCITO

El Colegio del Valle Imperial es una institución reconocida de educación post-secundaria. Tien la autorización para ofrecer a veteranos elegibles y sus dependientes programas de beneficios relacionados con su servicio militar que puede conducir a un título (A.A. o A.S.) o a transferencia a una universidad de cuatro años.

El asistente de veteranos, localizado en el centro de Asesoramiento, ofrece orientación y asistencia a veteranos y sus dependientes elegibles a establecer su elegibilidad para sus beneficios educativos.

Para obtener información más detallada sobre la política y reglamentos de Beneficios Veteranos consulte con un asesor académico.

EDUCACION FÍSICA Y DEPORTES

Como el colegio cree fuertemente en la eficiencia de la educación física para la salud de las edades, sexo, o condición física, una clase está disponible y apropiada para el cumplimiento físico y al nivel de cada estudiante.

Excepciones pueden ser concedidas para:

1. Incapacidad física (se requiere una nota médica)

Al tiempo de pedir una petición para graduación, el estudiante deberá de presentar una habilidad mínima en lo siguiente:

1. Un tiempo próspero de la clase de PE 25AD más apta una clase electiva de PE en la unidad de actividad (3 unidades requeridas).

Todo estudiante que está inscrito en una clase de educación física tendrá que vestirse apropiadamente. El vestuario apropiado incluye ropa, pantalones cortos, pateadores de entrenamiento, camisetas u otros artículos similares para actividad rigurosa.

CAMBIOS EN EL CATÁLOGO

Cualquier reglamento adoptado por la administración del Colegio del Valle Imperial tendrá la misma validez que cualquier reglamento impreso en el catálogo y deberá anteceder, con una notificación pública, la decisión que se halla tenido sobre el tema, esto aparecerá en el catálogo o en boletines oficiales del colegio.
REQUISITOS DE GRADUACIÓN

Llenándose los siguientes requisitos, los estudiantes del colegio recibirán el diploma de Associate in Arts o Associate in Science, dependiendo en su área de especialización. El estudiante es responsable de entregar la solicitud de graduación. La solicitud deberá entregarse en la Oficina de Inscripción a más tardar la cuarta semana de cada semestre. Si hay otras solicitudes de la entidad de cuál se requiera recibo de intereses durante su grado de verano, la solicitud se entregará junto con $10.00 dólares las cuales no serán reembolsadas una vez pagadas.

Un título (Associate Degree) adicional puede obtenerse si el estudiante termina los cursos apropiados y obtiene las unidades necesarias para el título adicional. Los cursos terminados para un título pueden utilizarse en otras especializaciones según se soliciten. Si el estudiante interrumpe sus estudios este será responsable por los requisitos adicionales o clases para el título de acuerdo a como está delineado en el catálogo más reciente del colegio.

Los requisitos de graduación son estipulados por el estado y el colegio. Estos requisitos de educación general son diseñados para desarrollar el potencial académico de cada estudiante, ampliar sus oportunidades, y contribuir a la realización intelectual del individuo.

Para obtener una lista de especializaciones y los requisitos necesarios para el titulado (A.A. o A.S.) consulte con un asesor académico.

CALIFICACION POR CURSOS TOMADOS POR CORRESPONDENCIA Y CURSOS DE EXTENSION

Un estudiante puede hacer una petición para poder utilizar para graduación un curso que no haya cursado en colegios comunitarios. Estos cursos tienen que satisfacer los siguientes requisitos:

1. Estos cursos deben haber tomado en un colegio o universidad.
2. Estos cursos tienen que ser designados como preparatorios, por parte del colegio o universidad.

Es responsabilidad del estudiante entregar los comprobantes necesarios de los requisitos antes mencionados.

REQUISITOS PARA TRANSFERIRSE

Estudiantes que tengan planeado ingresar a una Universidad Estatal de California, Universidad de California, o colegios y universidades privadas deben de reunir los siguientes requisitos:

1. Termino los cursos apropiados que requiere el colegio o universidad.
2. Termino los requisitos de cursos preparatorios en su especialización.

Estos requisitos varían según las instituciones de estudios superiores. Se recomienda consultar el catálogo de la universidad a la cuál piensa transferirse para poder planear sus clases de acuerdo a los requisitos de esa institución. Puede obtener más información en el Centro de Asesoramiento.

El programa de Intersegmental General Education Transfer Curriculum (IGETC) reemplaza la opción de UC Transfer Core Curriculum, y los estudiantes de nuevo ingreso (aquellos que ingresaron en el otoño de 1991 o después) tendrán que llenar los requisitos delineados en IGETC. A estudiantes de ingreso contienen que han seguido los requisitos de Transfer Core Curriculum la Universidad de California les aceptará este programa hasta la primavera de 1993.

El programa de Intersegmental General Education Transfer Curriculum le permitirá a los estudiantes transferirse de un colegio comunitario a cualquiera de los dos sistemas universitarios, CSU o UC, sin la necesidad de tener que tomar cursos adicionales de nivel preparatorio después de transferirse a dicha universidad.

Estudiantes interesados en IGETC tendrán que consultar a un asesor académico para recibir más información.

CURRICULUM OCUPACIONAL

El Colegio del Valle Imperial a desarrollado programas de carreras que reflejan las oportunidades de empleo en nuestra región. Comites de apoyo proporcionan ayuda al colegio para poder asegurar que los estudiantes reciban la mejor educación y oportunidades de empleo después de su graduación del colegio.

Para transferirse a dicha universidad. Es importante que el estudiante consulte con su asesor para determinar cuales clases aplican a su carrera.

 órgano universitario, o en algunos casos a los dos sistemas.

El estudiante deberá comunicarse con su asesor para determinar cuales clases aplican a su carrera.

Para obtener información detallada sobre la poliza de requisitos consulte con un asesor académico.

SESION DE VERANO

El calendario de la sesión de verano y requisitos de admisión se pueden encontrar en el boletín de Sesión de Verano el cual se publica durante el semestre de primavera.

CALIFORNIA ARTICULATION NUMBER (CAN)

California Articulation Number (CAN) identifica cursos transferibles, de bajo nivel, y de introducción (preparatorios) que se enseñan en colegios comunitarios en cada disciplina académica. El sistema CAN asegura que los cursos en cierto colegio sean aceptados en otro colegio que participa en el sistema CAN. Por ejemplo, CAN Econ 2 en un colegio será aceptado en otro colegio como CAN Econ 2.

Para obtener una lista de cursos designados como CAN consulte con un asesor académico.
COURSES OF INSTRUCTION

In the following list of courses, the credit value of each course in semester units is indicated by a number in parentheses after the course number.

To make it possible for a greater number of courses to be offered to the students of Imperial Valley, many courses in specialized fields are offered on alternate years only. The student should take this into consideration when making long-range program plans.

Course numbers followed by an AB course may indicate that new or advanced materials are to be covered.

Course descriptions followed by the notation (CSU, UC) indicate that the course is transferable to the California State University system, to the University of California system, or both. A student should contact his/her counselor to determine which courses are applicable to his/her educational objective.

PREREQUISITE, COREQUISITE, ADVISORIES ON RECOMMENDED PREPARATION AND LIMITATIONS ON ENROLLMENT

The Imperial Community College District has adopted a policy in order to provide for the establishing, reviewing and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. The board recognizes that, if these prerequisites, corequisites, advisories, and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success and, therefore, the board adopts this policy which calls for careful and careful scrutiny in establishing them. Nonetheless, the board also recognizes that it is impossible to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where they are not needed. For these reasons, the board has sought to establish a policy that fosters the appropriate balance between these two concerns. (See Board Resolution 10665 for the complete policy)

Definitions:

Prerequisite means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program.

Corequisite means a condition of enrollment consisting of a course that a student is required to simultaneously take in order to enroll in another course.

Advisory on Recommended Preparation means a condition of enrollment that a student is advised, but not required, to meet before or in conjunction with enrollment in a course or educational program.

Limitations on Enrollment means a condition of enrollment which may include the following:

a. Auditions or tryouts for courses which include public performance and intercollegiate competition, such as a band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics.

b. Demonstrations of skill or knowledge for enrollment in an honors course or an honors section of a course.

c. The creation of blocks of 2 or more courses in which enrollment is limited in order to create a cohort of students.

Imperial Valley College does not establish prerequisites in communication or computational skills that apply to all courses across the curriculum. Basic skills prerequisites and corequisites are offered in sufficient numbers to accommodate students or the requirement is waived. Any prerequisite may be challenged by a student using the following process:

Any student who does not meet the prerequisite or corequisite or who is not permitted to enroll in a class due to a limitation on enrollment is limited in order to create a cohort of students.

Imperial Valley College does not establish prerequisites in communication or computational skills that apply to all courses across the curriculum. Basic skills prerequisites and corequisites are offered in sufficient numbers to accommodate students or the requirement is waived. Any prerequisite may be challenged by a student using the following process:

1. The prerequisite or corequisite has not been established in accordance with the district policy.

2. The prerequisite or corequisite is in violation of Title 5.

3. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.

4. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.

5. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite has not been made reasonably available.

The student has the obligation to provide satisfactory evidence that the challenge should be upheld. Where facts essential to a determination of whether the student's challenge should be upheld or ought to be in the college's own records, then the college has the obligation to produce that information.

Students who wish to challenge a prerequisite or corequisite or an enrollment limitation on enrollment should:

1. Submit a student petition which spells out the grounds for challenge along with any evidence in support of the challenge, to the appropriate Division Chairperson. The student shall be allowed to remain in class or, if the student is not enrolled in the class and space is available at the time the challenge is filed, the college shall reserve a seat for the student until the challenge is resolved.

2. The Division Chairperson will review the petition and resolve the challenge in no more than 5 working days. If the challenge is upheld, or the college fails to resolve the challenge within the 5 day period, the student will be allowed to remain in the course. If no space was available in the course when the challenge was filed, the student shall be permitted to enroll for the subsequent term.

3. If the challenge is denied by the Division Chairperson, the student may appeal that decision to the Petitions Committee.

4. Upon resolution of the challenge, the Division Chairperson shall forward the student petition and all attachments to the Dean of Admissions for institutional approval and filing in the student's permanent record.

Unless specifically exempted by statute, every course, course section or class, the average daily attendance of which is to be reported for state aid, whenever offered or maintained by Imperial Community College District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Chapter II, Division 2, Part VI, Title 5 of the California Administrative Code commencing with Section 51820 (Board of Trustees Resolution No. 10665).

SUMMER SESSION
(When Offered)

Summer session calendar and admission requirements may be found in the Summer Session Bulletin or Schedule of Classes which is published during the Spring Semester.

CALIFORNIA ARTICULATION NUMBER (CAN)

The California Articulation Number (CAN) identifies some of the transferable, lower division, introductory (preparatory) courses commonly taught within each academic discipline on California college campuses.

The system assures that CAN courses on one participating campus are offered in sufficient numbers to accommodate students or the requirement is waived. Any prerequisite may be challenged by a student. The system also ensures that CAN courses on one participating campus are offered in sufficient numbers to accommodate students or the requirement is waived. Any prerequisite may be challenged by a student.

The following courses at Imperial Valley College have been designated as CAN courses:

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<th>IVC Course</th>
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<th>IVC Course</th>
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ADMINISTRATION OF JUSTICE

Credit for Administration of Justice coursework:

POLICY: Students who have successfully completed a certified Basic Academy Program in Law Enforcement within the last three years, may petition for Imperial Valley College coursework credit within the Administration of Justice curricula. Credit may be given upon documentation of Academy completion and Division Chair approval.

The following certified training academies meet the course requirements listed below:

U.S. BORDER PATROL ACADEMY
Adm Jus 28 3.0 Units Police Community Relations

CALIFORNIA HIGHWAY PATROL ACADEMY
Adm Jus 33 3.0 Units Traffic Control & Vehicle Code
Adm Jus 41 3.5 Units Arrest & Firearms, Reserve Officer

CALIFORNIA P.O.S.T. BASIC ACADEMY
Adm Jus 21 3.0 Units Intro to Administration of Justice
Adm Jus 41 3.5 Units Arrest & Firearms, Reserve Officer

CALIFORNIA DEPARTMENT OF CORRECTIONS ACADEMY,
AT GALT
Adm Jus 41 3.5 Units Arrest & Firearms, Reserve Officer

PROCEDURE: To obtain IVC credit for completing a certified Basic Academy program in Law Enforcement, the student should contact the Registrar's Office for petition for credit or a counselor for assistance. At the time of submission of the petition the student must be enrolled.
ADM JUS 21 (3)  
(CAN AJ 2)  
INTRODUCTION TO THE ADMINISTRATION OF JUSTICE  
3 Hrs. Lec.  
The course will cover the philosophy of Administration of Justice in America and identify its various subsystems. It will examine the roles and role expectations of criminal justice agents and their interrelationship in society. The concepts of crime causations, punishment and rehabilitation are introduced. This basic course provides a better understanding of the criminal justice system and orients the student to career opportunities. Ethics, education and training for professionalism in the system are discussed. (CSU) (UC credit limited. See a counselor.)

ADM JUS 23 (3)  
CONCEPTS OF CRIMINAL LAW  
3 Hrs. Lec.  
The course covers the historical development of law and constitutional provisions; definitions and the classification of crime and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force are presented. Crimes against persons, property, government and organized crime are discussed. (Same as CSI 23) (CSU, UC)

ADM JUS 25 (3)  
LEGAL ASPECTS OF EVIDENCE  
3 Hrs. Lec.  
Recommended Preparation: Admission to JUS 21 & 23. Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility of judicial decisions interpreting individual rights and case studies. (CSU, UC)

ADM JUS 26 (3)  
PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM  
3 Hrs. Lec.  
An in-depth study of the role and responsibilities of each segment within the administration of the justice system: law enforcement; judicial; corrections. A past, present and future exposure to each sub-system procedure, from initial entry to final disposition, and the relationship each segment maintains with its system member. (CSU, UC)

ADM JUS 28 (3)  
POLICE COMMUNITY RELATIONS  
3 Hrs. Lec.  
Through interaction and study, the student will become aware of the relationship and role expectations among the various agencies and the public. Emphasis will be placed upon professional image and the development of positive relationships between members in the criminal justice system and the public. Concepts of human relations as they apply to administration of justice issues, future trends, and training will be discussed. (CSU, UC)

ADM JUS 30 (3)  
CRIMINOLOGY  
3 Hrs. Lec.  
This course explores the nature of crime, measurement and research of crime, the extent of crime, major theories of crime causation, criminal typologies, criminal justice system response to crime, and societal reaction to crime. (Same as Sociol 30) (CSU)

ADM JUS 31 (3)  
CONCEPTS OF PROBATION AND PAROLE  
3 Hrs. Lec.  
A survey of the historical development of probation and parole from early court procedures through modern practices with an emphasis on the operation of probation and parole agencies in California. Discussion of such topics as probation and parole laws and procedures. (CSU)

ADM JUS 32 (3)  
POLICE FIELD OPERATIONS  
3 Hrs. Lec.  
Recommended Preparation: Eng 2B/Eng 12B. The development, functioning and techniques of patrol; observation and patrol, traffic and preliminary investigative duties, handling complaints and requests for service, public and community relations and basic crime prevention. The mechanics of field interviews, search and arrests, notating and police report essentials. Familiarization with basic police equipment and handling of community crime incidents. (CSU)

ADM JUS 33 (3)  
TRAFFIC CONTROL AND VEHICLE CODE  
3 Hrs. Lec.  
The study of traffic control and Vehicle Code problems. This course is designed to familiarize the student with the California Vehicle Code and interpret the various sections, thereby gaining and demonstrating the working knowledge of the Code. The student will demonstrate proper traffic control procedures as it relates to the Vehicle Code. (CSU)

ADM JUS 34 (3)  
CRIMINAL INVESTIGATION  
3 Hrs. Lec.  
Fundamentals of investigation; techniques of crime scene recording and search; collection and preservation of physical evidence; modus operandi processes; sources of information; interview and interrogation; follow-up and case preparation. (CSU)

ADM JUS 35 (3)  
INTRODUCTION TO CORRECTIONS  
3 Hrs. Lec.  
Recommended Preparation: Eng 2B/Eng 12B. A study and survey of the historical, philosophical and practical approaches to the control of crime and the correctional processes. The relationship of corrections within the criminal justice system and an overview of the organization and management within corrections. (Same as CSI 21) (CSU)

ADM JUS 36 (3)  
TRAFFIC ACCIDENT INVESTIGATION AND REPORTING  
3 Hrs. Lec.  
Recommended Preparation: Eng 2B/Eng 12B. This course is designed to provide the student with the basic knowledge required to investigate, interview, and complete a traffic accident report. Emphasis on investigation, interrogation, and report writing that is required by law enforcement officers in the course of their duties. (CSU)

ADM JUS 37 (3)  
JUVENILE CONTROL  
3 Hrs. Lec.  
Recommended Preparation: Eng 2B/Eng 12B. Techniques of handling juvenile offenders and victims, prevention and repression of delinquency, diagnosis and referral, organization of community resources, juvenile law and juvenile procedure. (CSU)

ADM JUS 38 (3)  
WILDLIFE LAW ENFORCEMENT  
3 Hrs. Lec.  
This course is designed to provide the student with the basic knowledge necessary to understand the importance of wildlife law enforcement as an essential tool of wildlife management in the perpetuating, protecting, and managing of fish, wildlife, and other natural resources. (CSU)

ADM JUS 39 (3)  
REPORT WRITING FOR ADMINISTRATION OF JUSTICE  
3 Hrs. Lec.  
Recommended Preparation: Eng 2B/Eng 12B. This course is designed to provide the student with a basic knowledge of how to conduct a successful preliminary investigation of a crime and how to recognize and record that information. Emphasis on practical aspects of report preparation and writing required by law enforcement officers in the course of their duties. Techniques of communicating facts, information and ideas effectively in a simple, clear and logical written form for use in the criminal justice system. (Same as CSI 22) (CSU)

ADM JUS 40 (3-5)  
ADVANCED OFFICERS COURSE  
1 Hr. Lec.  
Corequisite: Current employment as a law enforcement officer. This course is designed to permit law enforcement personnel to be trained and/or study relevant topics within the field of Administration of Justice. (May be repeated for additional credit with new content.) (CSU)

RESERVE OFFICER PROGRAM  
Imperial Valley College offers an extended format Peace Officer reserve program. Students entering the program have three options on the career ladder.

Level I: Upon successful completion the student is eligible to be hired for limited employment. The officer cannot provide general law enforcement services. The officer may be employed and armed but cannot be placed in jeopardy of harm or exposed to an environment where personal injury is likely. The officer may work alone if the specific task can be performed without injury. (CSU)

Level II: Upon successful completion the student is eligible to be hired as a fully powered police officer while on duty. He or she must be in the immediate area of a regular police officer who possesses a P.O.S.T. Basic Certificate (or higher). The officer may work alone during "special assignments" as long as the activity is not general law enforcement in nature. (CSU)

Level III: Upon successful completion the student is eligible to be employed by a law enforcement agency as a police officer. The officer may work alone. (CSU)

Students who successfully complete the program will be granted a certificate from the Administration of Justice Department. The Imperial Valley College Reserve Officer Program is approved by the Administration of Justice Advisory Committee and fully accredited by the California Peace Officers Standards and Training Commission.

Admission to the Program  
Students entering the program must be at least 18 years old, have applied for U.S. citizenship by completion of the class, have no felony convictions and be in good physical condition. An application, oral interview and physical fitness test are part of the Level I/Level II curricula. Successful completion of Eng 2B and Eng 12B is strongly recommended.

The Program is sequential and Level III is the required and beginning course. A grade of C or better is required to successfully complete the course.

Progression Policies  
After successful completion of Reserve Officer Level III, the student may take Reserve Officer Level II. After successful completion of Reserve Officer Level II, the student may take Reserve Officer Level I. The student has the option to take the intensive one semester course, combining Level I and Level II offered in the Fall. Sequence waivers must be approved by the P.O.S.T. Program Director prior to enrolling in the course.

The student must complete each Level with a grade of C or better to receive credit and/or continue to the higher level. Reserve Officer Program courses may be repeated one time. If the student is unsuccessful the second time, he/she must contact the P.O.S.T. Program Director who will evaluate the student's academic situation, personal goals and with the student, develop a plan of remediation.

All Reserve Officer Program classes require some Saturday meetings. Students are expected to schedule accordingly as attendance and grades are strictly monitored.

ADM JUS 41 (3.5)  
ARREST AND FIREARMS, RESERVE OFFICER LEVEL III  
3.6 Hrs. Lec.  
Recommended Preparation: Eng 2B. Prerequisite: No felony convictions, able to successfully participate in physical requirements of class, and U.S. citizen or have filed for U.S. citizenship. Designed to satisfy Reserve Officer Level III (Module A), training standards set forth by the Commission on Peace Officers Standards and Training (P.O.S.T.) as required by Penal Code Section 832 for Peace Officers; includes laws of arrest, search and seizure, methods of arrest, discretionary decision making, and where applicable, use of and care of firearms; mandatory for all peace officers who do not possess a basic certificate awarded by P.O.S.T. Supply fee may be charged. (CSU)
ADM JUS 42 (2.2) ARREST
2.2 Hrs. Lec.
Recommended Preparation: Eng 2B. Prerequisite: No felony convictions and have completed P.O.S.T. prerequisites. Designed to satisfy training standards set forth by the Commission on Peace Officers Standards and Training (P.O.S.T.). Includes professional orientation, discretionary decision making, law, laws of arrest, laws of evidence, search and seizure, preliminary investigation overview, communication, community relations and arrest and control techniques. (CSU)

ADM JUS 43 (5) RESERVE OFFICER LEVEL II MODULE B
5.1 Hrs. Lec.
Recommended Preparation: Eng 2B. Prerequisite: Adm Jus 39, no felony convictions, valid California driver's license, and P.O.S.T. examinations. Designed to satisfy Reserve Officer Level II (Module B) training standards as set forth by the Commission on Peace Officers Standards and Training (P.O.S.T.). Includes professionalization, law, communication, vehicle operations, force and weaponry, patrol procedures, traffic, custody, physical fitness and defensive tactics. (Nontransferable, AA/AS degree only)

ADM JUS 44 (4) RESERVE OFFICER LEVEL I MODULE C
4 Hrs. Lec.
Recommended Preparation: Eng 2B. Prerequisite: Adm Jus 41, Adm Jus 43, no felony convictions, valid California driver's license, and P.O.S.T. examinations. Designed to satisfy Reserve Officer Level I (Module C) training standards as set forth by the Commission on Peace Officer Standards and Training (P.O.S.T.). Includes professional orientation, police-community relations, laws of evidence, patrol procedures, traffic and criminal investigation. A basic overview course in condensed version designed to prepare a student to be accepted by a law enforcement agency as a Reserve Officer Level I. (Non-transferable, AA/AS degree only)

ADJ MUS 45 (9) PEACE OFFICER RESERVE ACADEMY
9 Hrs. Lec.
Recommended Preparation: Eng 2A/B Eng 12A, PE 3ADPE 17AD and be in good physical condition. Prerequisite: Adm Jus 39, no felony convictions, and a valid California driver's license. Corequisite: Application and oral interview. An intensive course designed to prepare the student for placement as a Level 1 Reserve within a law enforcement agency. The course combines Levels II, Module B and Level I, Module C (Adm Jus 43/Adm Jus 44) and complies with P.O.S.T. requirements. (Nontransferable, AA/AS degree only)

AGRICULTURAL ENGINEERING TECHNOLOGY
AGET 2B (4) POWER EQUIPMENT OPERATION AND MAINTENANCE
3 Hrs. Lec. 3 Hrs. Lab.
Selection, operation, adjustment and the maintenance of wheel and track type equipment commonly used in agriculture and industry. (CSU)

AGET 33A (5) FARM POWER
3 Hrs. Lab. 6 Hrs. Lab.
For the student with little or no automotive background. Design, construction and mechanical function of automotive engines including lubricating, cooling, fuel and electrical systems; clutches; and an understanding of the basic sciences relevant to such topics as internal combustion and energy conversion. (Same as Auto Tech 51) (CSU)

AGET 33B (5) FARM POWER
3 Hrs. Lec. 6 Hrs. Lab.
Recommended Preparation: Aget 33A or 2 years of high school auto mechanics. Review and advanced study of the internal combustion engine and service procedures in the use of automotive machine shop tools and machines for rebuilding the engine. (Same as Auto Tech 55) (CSU)

AGET 34 (4) POWER TRANSMISSION SYSTEMS
3 Hrs. Lec. 3 Hrs. Lab.
Theory of operation and maintenance of power transmitting devices, such as transmissions, clutches, hydromstatic drives, differentials, and drive trains used in both wheel and track type equipment. (CSU)

AGET 35 (3) FLUID POWER
2 Hrs. Lec. 2 Hrs. Lab.
(Same as Auto Tech 57) (CSU)

AGET 37 (3) SMALL GASOLINE ENGINES
2 Hrs. Lec. 2 Hrs. Lab.
(Same as Auto Tech 59) (CSU)

AGET 39 (4) FUNDAMENTALS OF DIESEL POWER
3 Hrs. Lec. 3 Hrs. Lab.
The study of diesel engine theory, design, construction, and repair of heavy diesel power units. (CSU)

AGET 75 (3) BASIC SHOP SKILLS
3 Hrs. Lec.
(Same as Auto Tech/Weld 75) (Nontransferable, AA/AS degree only)

AGRICULTURE
Many of the courses in the field of agriculture are offered as elective courses only. Students should keep this in mind as they plan their long-range programs of study with the assistance of their counselors.

AG 5 (3) MAN AND HIS ENVIRONMENT
3 Hrs. Lec.
(Same as Env Sci 5) (CSU, UC)

AG 14 (3) ENTOMOLOGY
2 Hrs. Lec. 2 Hrs. Lab.
A basic study of insects with emphasis on classification, anatomy and physiology, and ecology. An insect collection is required. (CSU, UC)

AG 15 (1) PESTICIDE SAFETY
1 Hr. Lec.
Pesticide safety training for employees who handle and use chemical pesticides. (Nontransferable, AA/AS degree only)

AG 20 (2) ANIMAL SCIENCE
3 Hrs. Lec.
A survey of the sources of the world's supply of animal products. The distribution of and factors influencing domestic animals in the United States. The origin, characteristics, and adaptation of the important breeds and the influence of environment upon their development. Selection, feeding and management of sheep, swine and cattle on California farms. (CSU, UC)

AG 21 (3) FEEDS AND FEEDING
3 Hrs. Lec.
Recommended Preparation: Ag 20. The basic principles of animal nutrition as they are applied to livestock feeding: the composition and use of feed stuffs in their relation to feeding of farm animals; ration balancing, identification and classification of feeds, methods of preparing feeds; relative value for each class of livestock. Digestion and utilization of feeds; feeding standards; economy in feeding: vitamins and minerals and feed sources. (CSU)

AG 22 (3) INTRODUCTION TO AGRICULTURAL ECONOMICS
3 Hrs. Lec.
Introduction to the economic aspects of agricultural management. The role of agricultural resources in economic growth. Survey of trade, policy, and marketing activities of agriculture. (CSU, UC)

AG 23 (3) ANIMAL DISEASES
3 Hrs. Lec.
The symptoms, diagnosis and treatment of animal diseases. (CSU)

AG 24 (3) HORSE HUSBANDRY
2 Hrs. Lec.
Statue of the horse industry; types and breeds; selection, care and management and economics of the light horse; their place and use in California and the United States. (CSU)

AG 25 (3) BUSINESS MANAGEMENT
3 Hrs. Lec.
(Same as Bus 3) (CSU)

AG 26 (3) AGRICULTURAL BUSINESS ORGANIZATION AND MANAGEMENT
3 Hrs. Lec.
Recommended Preparation: Ag 25. Study of farm technological advances, marketing, consumer demand and other such factors as determinants of growth, types and forms of agricultural business organization. Farm and farm-related businesses considered from standpoint of primary functions, services and problems including investments, mortgage and working capital requirements, credit and collections, business with banks, failures and reorganization. Emphasis on California farm-related industries. (CSU) (UC credit limited. See a counselor.)

AG 27 (3) AGRICULTURAL SALES AND SERVICE MANAGEMENT
3 Hrs. Lec.
Supervision of people who sell agricultural products and services. Selecting, training, directing and evaluating personnel. Methods of payment, use of advertising, promotion, incentives and service. (CSU)

AG 29 (3) COMPUTER APPLICATIONS IN AGRICULTURE
2 Hrs. Lec. 2 Hrs. Lab.
Introduction to terminology, programs, and commands used in computer application programs as applied to agriculture business and production. (CSU)

AG 30 (3) FOOD AND FIBER IN A CHANGING WORLD
3 Hrs. Lec.
Relationship of agriculture and natural resources to society. Where do our food and fiber come from? How does agriculture affect the dynamics of our society? What are the issues and opportunities in agriculture now and in the future? (CSU)

AG 32 (3) IRRIGATION AND DRAINAGE
2 Hrs. Lec. 2 Hrs. Lab.
Recommended Preparation: Ag 40. Fundamental principles and practices of irrigation. Soil-moisture relationships, water measurement methods, irrigation, crop requirements, farm irrigation structures. Pumps and pumping and problems of the irrigation farmer. Land preparation and irrigation methods, problems of irrigation, crop requirements, farm irrigation structures including investigation of drainage problems. Types of drainage systems and layout of farm drains, and drainage requirements for land reclamation and irrigated agriculture. (CSU)

AG 36 (3) AGRICULTURAL CONSTRUCTION
2 Hrs. Lec. 2 Hrs. Lab.
A study of the materials and processes most suited to farm situations. Practical concrete design, farm layout and fabrication. (CSU)

AG 38 (3) POWER ELECTRICITY
2 Hrs. Lec. 2 Hrs. Lab.
Fundamentals of electric wiring; circuit layout and problems, motor and branch circuit protection, safe use of electricity, motor maintenance, wiring buildings and homes. (CSU)

AG 40 (3) SOILS
2 Hrs. Lec. 3 Hrs. Lab.
Recommended Preparation: Math X and Chem 2A. Physical, chemical and biological properties of soils as related to agriculture. Principles of soil-plant interactions; development of the soil as a
natural body, soil moisture, effect of management practices on soil properties; composition, and use of fertilizers. (CSU, UC)

AG 41 (3) FERTILIZERS
3 Hrs. Lec. Recommended Preparation: Ag 40. The nature of fertilizers and soil amendments, their properties, methods of application, and reaction upon soils and plants. Composition, value and use of fertilizer materials and soil correctives. Methods employed in the manufacture, distribution, and application of fertilizers. (CSU)

AG 42 (4) INTRODUCTION TO CROP SCIENCE
3 Hrs. Lec. 3 Hrs. Lab. Principles and practices of crop improvement, propagation, production, processing, storage, and marketing. Production, harvest and utilization of principal California crops. Field laboratory work required. (CSU, UC)

AG 43 (4) FIELD AND CEREAL CROPS
3 Hrs. Lec. 3 Hrs. Lab. Principles and practices of field and cereal crops production and soil management, including study of distribution, adaptation and utilization of the major field and cereal crops. Field laboratory work required. (CSU)

AG 44A (2) VEGETABLE GARDENING - COOL WEATHER
6 Hrs. Lab. Organic and inorganic production in vegetable gardening. Cultural practices, harvesting, grading and processing, marketing, disease and pest control of California vegetable crops. (CSU)

AG 44B (2) VEGETABLE GARDENING - WARM WEATHER
6 Hrs. Lab. Organic and inorganic production in vegetable gardening. Cultural practices, harvesting, grading and processing, marketing, disease and pest control of California vegetable crops. (CSU)

AG 45 (3) VEGETABLE PRODUCTION
3 Hrs. Lec. Recommended Preparation: Ag 40. Principles involved in seasonal truck crop production, including the scope, value, harvesting, packaging and marketing of the major truck crops grown in California. (CSU)

AG 46 (3) ORNAMENTAL PLANT IDENTIFICATION AND MATERIALS
3 Hrs. Lec. Identification, growth habits, culture and ornamental use of house plants, vines, groundcovers, annuals, perennials, small shrubs adapted to the climate of the southern valleys of California. (CSU)

AG 47 (3) NURSERY PRACTICES
2 Hrs. Lec. 3 Hrs. Lab. A general course in ornamental horticulture with emphasis on nursery operation. Includes nursery structures and layout, seeding, transplanting, potting, bedding, canning, fertilizing, pest control, plant diseases, and abnormalities. Propagating and planting mediums, their preparation and use. The use and maintenance of the common tools and equipment. (CSU, UC)

AG 48 (3) TREES, SHRUBS AND VINES
3 Hrs. Lec. Selection, planting, training, pruning and cultural practices of trees, shrubs, and vines in California - including citrus and grapes. (CSU)

AG 49 (3) WEEDS AND WEED CONTROL
3 Hrs. Lec. Common and noxious weeds of California, their identification, life history, and control. Chemicals and equipment used for weed control on cultivated land, in irrigated ditches, on the range, and on wasteland. Poisonous weeds, their effects and prevention. (CSU)

AG 51A (1) APPLIED CROP MANAGEMENT
1 Hr. Lec. The study and evaluation of cropping, and harvesting methods and management practices during fall months. (CSU)

AG 51B (1) APPLIED CROP MANAGEMENT
1 Hr. Lec. The study of field management practices during spring months. (CSU)

AG 51C (1) APPLIED CROP MANAGEMENT
1 Hr. Lec. This course will introduce students to basic management principles as applied to Substance Abuse programs. Topics will include funding, budgeting and policy development as well as issues related to staff selection, supervision and program evaluation. (CSU)

AG 52 (3) ALCOHOLISM: INTERVENTION, TREATMENT AND RECOVERY
3 Hrs. Lec. This course will serve as an introduction to assessment and treatment approaches to alcoholism and drug abuse. Alcoholism will be studied in its social and clinical context. Attention will be given to the basic theoretical approaches to the disease. This course will examine the various components of intervention, treatment and recovery. (CSU)

AG 53 (3) PHYSIOLOGICAL EFFECTS OF ALCOHOL AND DRUGS
3 Hrs. Lec. This course is designed to provide the student with information on the processing systems of the body and how they react to alcohol and drugs. This course will seek to explain where and how drugs act and why. The course will bring about an understanding of how drugs influence consciousness, mood, and feeling. It will enable students to understand both the internal and external environments have important effects on the well-being of the individual. (CSU)

AG 54 (3) FAMILY COUNSELING APPROACHES TO ALCOHOL AND DRUG ABUSE
3 Hrs. Lec. This course is designed to present basic ideas and theories about family dynamics, particularly as they apply to the family of the substance abuser, and to explore strategies for counseling the client's family. The approach is highly experiential in format and students will participate in exercises frequently to incorporate new skills and theory. (CSU)

AG 55 (3) CRISIS INTERVENTION AND REFERRAL TECHNIQUES
3 Hrs. Lec. Prerequisite: ADS/Psyh/HR 9. Techniques used for brief crisis intervention, intake interviewing and referral will be studied and practiced. Special attention will be given to the process of intervention, admitting, and recording of information as it pertains to alcohol and drug abuse clients. Through an experiential format, participants will learn and practice skills in brief therapy, different levels of client communication and intake interviewing. (Same as Psych 55) (CSU)

AG 56 (3) PROGRAM MANAGEMENT TECHNIQUES
3 Hrs. Lec. This course will introduce students to basic management principles as applied to Substance Abuse programs. Topics will include funding, budgeting and policy development as well as issues related to staff selection, supervision and program evaluation. (CSU)

AG 57 (3) PROBLEMS IN DRUG ABUSE
1-3 Hrs. Lec. A variety of one-unit courses covering current, specialized areas in alcohol and drug abuse. As the field changes, the semester offerings will vary. Such topics as Women and Alcoholism, Alcoholism, Sexuality and Intimate Relationships, Cross-cultural Counseling Techniques, Adult Children of Alcoholics, Substance Abuse and the Law, and Counseling the Adolescent Abuser will be included. (CSU)

ANAT 6 (3) ANATOMY AND PHYSIOLOGY FOR HEALTH OCCUPATIONS
3 Hrs. Lec. Introductory study of the structure and function of the human organism. Class is structured for health occupation students. It is not acceptable for pre-medical, pre-dental, pre-chiropractic, pre-physical therapy or registered nurse students, and it is not open to students who have completed Anat 8 or Anat 10 with a grade of "C" or better. (Nontransferable, AA/AS degree only)

ANAT 8 (4) CAN BIOL 10
HUMAN ANATOMY
2 Hrs. Lec. 6 Hrs. Lab. Prerequisite: High school biology with a grade of C or better or Zool 1A or Bio 3. Systems of the human body and their interrelationships. (CSU, UC credit limited. See a counselor.)
ANTH 10 (3)  
HUMAN ANATOMY & PHYSIOLOGY
3 Hrs. Lec. 6 Hrs. Lab.
Prerequisites: One year of high school biology and chemistry or one semester each at the college level. A study of the structure and function of the human organism. Emphasis is on the circulatory, respiratory, excretory, nervous, reproductive, and digestive systems. (CSU) (UC credit limited. See a counselor.)

ANTHROPOLOGY

ANTHRO 1 (3)  
(CAN ANTH 2)  
PHYSICAL ANTHROPOLOGY
3 Hrs. Lec.
The process and cause of human evolution; mankind's place in nature and the study of primates; the biological variability of living peoples and their genetic background. (CSU, UC)

ANTHRO 2 (3)  
(CAN ANTH 4)  
CULTURAL ANTHROPOLOGY
3 Hrs. Lec.
A study of culture and its relationships to biology and to natural environment. Stresses the origin and evolution of culture, and the part that culture assumed in human biological maintenance. Examines types of social organizations and economic systems, religions and arts. (CSU, UC)

ANTHRO 3A (3)  
INTRODUCTION TO ARCHAEOLOGICAL SITE SURVEYING
2 Hrs. Lec. 5 Hrs. Lab.
Introduction to the techniques of archaeological site surveying. (CSU, UC)

ANTHRO 3B (3)  
INTRODUCTION TO ARCHAEOLOGICAL EXCAVATIONS
2 Hrs. Lec. 5 Hrs. Lab.
Recommended Preparation: Anthro 3A & Anthro 3C. Determine a site to be excavated; laws pertaining to excavations; laying out a site with allitude and rod; testing; pit versus trench excavations; stratigraphy; record keeping; screening and collecting; photography; preparation of laboratory and museum materials; pollen, soils, and C 14 tests. (CSU)

ANTHRO 3C (3)  
ADVANCED ARCHAEOLOGICAL SURVEY
2 Hrs. Lec. 5 Hrs. Lab.
Recommended Preparation: Anthro 3A. Conduct independent surveys, or lead small survey crew; devise research designs; write reports from field notes, maps, photographs and prior records; conduct record and literature searches and catalogue specimens. (CSU)

ANTHRO 3D (3)  
ADVANCED ARCHAEOLOGICAL EXCAVATIONS
2 Hrs. Lec. 5 Hrs. Lab.
Recommended Preparation: Anthro 3B. Design a field excavation project; select proper equipment; organize a field crew. Conduct record and literature searches; micromapping the project area; pit or trench technique; conduct the dig; screening, selecting, and bagging artifacts and natural samples. Laboratory analysis and curation; photography; dating; report writing are included. (CSU)

ANTHRO 4 (3)  
CALIFORNIA INDIGENS
3 Hrs. Lec.
The geography of California, tribal and linguistic regions; Native economy and diverse economic areas; Sacramento and San Joaquin Valleys; the Delta; transverse ranges; foothill country; Coast Range, Peninsular Ranges, and Sierra Nevada; the deserts. Influence of environment on cultural developments; influences of Western civilization on Native life. (CSU, UC)

ANTHRO 6 (3)  
INDIANS OF NORTH AMERICA
3 Hrs. Lec.
Early migration across Beringia to the New World; demography and ecology of the Amerindian cultures in Alaska, Canada and the United States. Effect of European contact; reactionary movements today. (CSU, UC)

ANTHRO 8 (3)  
INDIANS OF THE SOUTHWEST
3 Hrs. Lec.
Geography and ecology of the Southwest; Early man migrations; Desert culture; growing influence of Mesoamerica; development of Anasazi, Hopi, and Mogollon cultures. Classic civilizations and engineering feats. Decline and the origins of Zuni, Hopi, Navajo, and Apache cultures. (CSU, UC)

ANTHRO 16A (3)  
PREHISTORIC CERAMICS
1 Hr. Lec. 2 Hrs. Lab.
Traces of origins and developments of ceramics in the Old and New Worlds. Emphasis on the materials, techniques and ceramic products of the Southern California Indians, especially the Lower Colorado River groups. (CSU, UC)

ANTHRO 16B (3)  
ADVANCED PREHISTORIC CERAMICS
1 Hr. Lec. 2 Hrs. Lab.
Recommended Preparation: Anthro 16A. Advanced study of prehistoric pottery composition and forms; various firing techniques using pit construction; decorative motifs used by the Yuman and Shoshone cultures. (CSU, UC)

ART 3A (3)  
HISTORY AND APPRECIATION OF ART
3 Hrs. Lec.
A study of the developments in art in painting, sculpture, architecture, and the minor arts from the birth of art to the Renaissance. (CSU, UC)

ART 3B (3)  
HISTORY AND APPRECIATION OF ART
3 Hrs. Lec.
A continuation of Art 3A extending from the Renaissance to contemporary times. May be taken before or concurrently with Art 3C. (CSU, UC)

ART 4 (3)  
HISTORY AND APPRECIATION OF MODERN ART
3 Hrs. Lec.
A 4-credit course in the development of the composition of modern art and the development of the styles and artists that follow from 1900 up to the present. Emphasis is placed upon the development of the styles and artists that follow. (CSU, UC)

ART 5 (3)  
WOMEN ARTISTS
3 Hrs. Lec.
A survey of the great Women Artists of history from the Ancient World through the Twentieth Century. Some of the artists to be discussed are: Elizabeth Sirani, Judith Leyster, Elizabeth Vigee Lebrun, Mary Cassatt, Kate Kolwitz, Frida Kahlo, Georgia O'Keeffe, Helen Frankenthaler. The course will also address the special issues and problems concerning the study of women artists, past and present. (CSU, UC)

ART 18A (3)
WATERCOLOR PAINTING
2 Hrs. Lec. 4 Hrs. Lab.
The study of watercolor painting with emphasis upon color, composition and pictorial expression. Exploration of various techniques employing the medium of watercolor. (CSU) (UC credit limited. See a counselor.)

ART 18B (3)
WATERCOLOR PAINTING
2 Hrs. Lec. 4 Hrs. Lab.
Continuation of the development of color and form in watercolor painting. Stress is on achieving balance and fluency in the medium. Students are encouraged to expand the range of the experience acquired to include other water-based media. (CSU) (UC credit limited. See a counselor.)

ART 20A (3)  
DRAWING
2 Hrs. Lec. 4 Hrs. Lab.
A continuation of the development of composition and the various techniques employed in drawing and painting. Includes figure drawing, landscape, and still-life. Painting covers styles of painting from the Neo-classic to the present day. (CSU) (UC credit limited. See a counselor.)

ART 21A (3)  
PAINTING
2 Hrs. Lec. 4 Hrs. Lab.
A continuation of the development of composition and the various techniques employed in drawing and painting. Includes figure drawing, landscape, and still-life. Painting covers styles of painting from the Neo-classic to the present day. (CSU) (UC credit limited. See a counselor.)

ART 21B (3)  
PAINTING
2 Hrs. Lec. 4 Hrs. Lab.
A continuation of Art 21A. (CSU) (UC credit limited. See a counselor.)

ART 21C (3)  
PAINTING
2 Hrs. Lec. 4 Hrs. Lab.
A continuation of Art 21B. Advanced studio problems in painting. (CSU)

ART 21D (3)  
PAINTING
2 Hrs. Lec. 4 Hrs. Lab.
A continuation of Art 21C. Advanced studio problems in painting. (CSU)

ART 22A (3)  
DESIGN
2 Hrs. Lec. 3 Hrs. Lab.
Fundamentals of design and composition; theory of color. Includes organization and utilization of basic elements through design problems. (CSU) (UC credit limited. See a counselor.)

ART 22B (3)  
DESIGN
2 Hrs. Lec. 3 Hrs. Lab.
Intermediate studies of elements and principles of art with emphasis on three-dimensional design theory. (CSU) (UC credit limited. See a counselor.)

ART 23A (3)  
CERAMICS
2 Hrs. Lec. 4 Hrs. Lab.
An introduction to ceramics; basic methods of forming, decorating, glazing and firing. (CSU) (UC credit limited. See a counselor.)

ART 23B (3)  
CERAMICS
2 Hrs. Lec. 4 Hrs. Lab.
A continuation of Art 23A with emphasis on the potter's wheel. (CSU) (UC credit limited. See a counselor.)

ART 23C (3)  
CERAMICS
2 Hrs. Lec. 4 Hrs. Lab.
A continuation of Art 23B with special emphasis on glaze formulating and decorating techniques. (CSU) (UC credit limited. See a counselor.)

ART 23D (3)  
CERAMICS
2 Hrs. Lec. 4 Hrs. Lab.
ART 25A (3)
LIFE DRAWING
1 Hr. Lec. 5 Hrs. Lab.
A continuation of Art 25A. Art 25B includes exploration of painting techniques using varied media. (CSU) (UC credit limited. See a counselor.)

ART 25B (3)
LIFE DRAWING
6 Hrs. Lab.
A continuation of Art 25A. Art 25B includes exploration of painting techniques using varied media. (CSU) (UC credit limited. See a counselor.)

ART 25C (3)
LIFE DRAWING
1 Hr. Lec. 5 Hrs. Lab.
A continuation of Art 25B with a focus on developing a personal figure study in drawing. (CSU)

ART 25D (3)
LIFE DRAWING
1 Hr. Lec. 5 Hrs. Lab.
A continuation of Art 25C with a focus on developing a personal figure study in drawing. (CSU)

ART 28 (3)
TECHNICAL CERAMICS
2 Hrs. Lec. 3 Hrs. Lab.
A study of the raw materials used in compounding clay bodies and glazes, specific problems of glaze calculations and techniques of glaze application. (CSU) (UC credit limited. See a counselor.)

ART 30A (3)
BEGINNING SCULPTURE
2 Hrs. Lec. 4 Hrs. Lab.
An introduction to materials, methods, and techniques with an emphasis on development of ideas and expression in three dimensions. Materials include clay, plaster, cement, woods, plastic and metal. (CSU)

ART 30B (3)
INTERMEDIATE SCULPTURE
2 Hrs. Lec. 4 Hrs. Lab.
Expansion of Art 30A with emphasis on discovering the medium that best relates to the students' individual expression. (CSU)

ART 33ABC (3-3-3)
GALLERY DISPLAY
1 Hr. Lec. 4 Hrs. Lab.
Theories, techniques and practices of art gallery exhibition including experience in care and preservation of art and an exhibition from beginning to end; methods of locating shows, booking shows, communicating with artists, unpacking and returning exhibitions. (CSU)

ART 40 (2)
EXPLORATION OF PAINTING TECHNIQUES
1 Hr. Lec. 3 Hrs. Lab.
An exploratory course which provides opportunities to work with the various painting techniques. Basic painting assignments to develop individual application of techniques. Initial exercises in color usage and structure of the painting. Suggestions and evaluation of student work will take place on an individual basis. (CSU) (UC credit limited. See a counselor.)

ART 41 (3)
ART FUNDAMENTALS FOR EDUCATORS
4 Hrs. Lec. 1 Hr. Lab.
The philosophical and practical concerns of teaching art to students.Designed for those already in the teaching profession as well as for those who are planning a career in the teaching profession. (CSU)

ART 50A (3)
ADVERTISING/GRAPHIC DESIGN
3 Hrs. Lec. 3 Hrs. Lab.
Visual communication in the fields of advertising and graphic design. The development of creative design solutions as related to the printed formats of ads, billboards, trademarks, paperback covers and record covers. (CSU)

ART 50B (3)
ADVERTISING/GRAPHIC DESIGN
2 Hrs. Lec. 4 Hrs. Lab.
Continuing studies in the theories, techniques and practices of visual communication. Emphasis on advanced techniques and preparations of art for telecommunication commercials, books, package design, annual reports and corporate identity programs. (CSU)

ART 58C (3)
ADVERTISING/GRAPHIC DESIGN
2 Hrs. Lec. 4 Hrs. Lab.
Emphasis on advanced techniques and individualized studio projects relative to the preparation of a portfolio for use in admittance to university or professional school or in seeking employment. (CSU)

ART 58D (3)
ADVERTISING/GRAPHIC DESIGN
2 Hrs. Lec. 4 Hrs. Lab.
Emphasis on advanced techniques and individualized studio projects relative to the preparation of a portfolio for use in admittance to university or professional school or in seeking employment. (CSU)

ART 58E (3)
ADVERTISING/GRAPHIC DESIGN
2 Hrs. Lec. 4 Hrs. Lab.
Emphasis on advanced techniques and individualized studio projects relative to the preparation of a portfolio for use in admittance to university or professional school or in seeking employment. (CSU)

AUTOMOTIVE TECHNOLOGY

Some courses in the field of Automotive Technology are offered on alternate years only. Students should keep this in mind as they plan their long-range programs of study with the assistance of their counselors. Enrollment in automotive technology courses requiring a prerequisite is not allowed unless the prerequisite automotive technology course is passed with a "C" grade or better.

AUTO TECH 51 (5)
ENGINE TECHNOLOGY
3 Hrs. Lec. 6 Hrs. Lab.
For the student with little or no internal combustion engine background. Design, construction and mechanical function of internal combustion engines including lubricating, cooling, fuel and electrical systems; and an understanding of the basic sciences relevant to such topics as internal combustion and energy conversion. (Same as Agst 33A) (CSU)

AUTO TECH 52 (3)
MANUAL TRANSMISSIONS AND POWER TRAINS
2 Hrs. Lec. 3 Hrs. Lab.
Design, construction and mechanical function of clutches, manual transmissions, overdrives and power transmitting mechanisms. (CSU)

AUTO TECH 53 (3)
BRAKES AND SUSPENSION
3 Hrs. Lec. 6 Hrs. Lab.
Study of manual and power braking systems, wheel alignment, spring suspension, tires, tire treading, wheel balancing, and wheel bearings. Diagnosis and services procedures on repair jobs. (CSU)

AUTO TECH 54 (3)
CARBURETORS, FUEL INJECTION AND EXHAUST SYSTEMS
2 Hrs. Lec. 3 Hrs. Lab.
Advanced study of automatic fuel systems (carburetors, fuel pumps, intake manifolds, exhaust system and emission controls). Basic diagnosis and service procedures on systems. (CSU)

AUTO TECH 55 (3)
ADVANCED GASOLINE ENGINES AND LIGHT DUTY DIESEL ENGINE REBUILDING
3 Hrs. Lec. 6 Hrs. Lab.
Recommended Preparation: Auto Tech 51 or two years of high school auto mechanics. Review and advanced study of the internal combustion engine and service procedures in the use of automotive machine shop tools and machines for rebuilding the engine. (Same as Agst 33B) (CSU)

AUTO TECH 56 (3)
DIAGNOSTICS
2 Hrs. Lec. 3 Hrs. Lab.
Prerequisite: Auto Tech 54. Corequisite: Auto Tech 60. Trouble shooting the various components of the automobile using various test instruments. To include the study and servicing of various automotive smog devices. (CSU)

AUTO TECH 57 (3)
FLUID POWER
2 Hrs. Lec. 2 Hrs. Lab.
A study of the principles and laws governing fluids. The design and function of hydraulic and pneumatic components, seals, fluid transmitters and symbols. Latest developments in the control and transfer of energy and its relationship to automotive technology. (Same as Agst 35) (CSU)

AUTO TECH 58 (3)
AUTOMOTIVE AIR-CONDITIONING
2 Hrs. Lec. 3 Hrs. Lab.
The course is designed to impart knowledge and information needed by the student to enter and make progress in employment on a productive basis in the automotive air-conditioning service industry. (CSU)

AUTO TECH 59 (3)
SMALL GASOLINE ENGINES
2 Hrs. Lec. 2 Hrs. Lab.
The history, design, construction and mechanical function of the small gasoline engine, including tune-up and major repair of the electrical and mechanical systems. (Same as Agst 37) (CSU)

AUTO TECH 60 (5)
ELECTRICAL, STARTING, CHARGING, IGGITION AND RELATED ELECTRICAL SYSTEMS
3 Hrs. Lec. 6 Hrs. Lab.
Advanced study of automotive electrical systems. Basic diagnosis and service procedures on the various systems. (CSU)

AUTO TECH 61A (5)
AUTOMATIC TRANSMISSIONS
3 Hrs. Lec. 6 Hrs. Lab.
Design, construction, mechanical and hydraulic function and repairs of the automatic transmission. (CSU)
AUTO TECH 61B (5) ADVANCED AUTOMOTIVE TRANSMISSIONS 3 Hrs. Rec. 6 Hrs. Lab. Prerequisite: Auto Tech 61A. Advanced study using four major domestic and foreign automatic transmissions, with emphasis on practical rebuilding of automatic transmissions, including blocking torque converters and 4-speed overdrive and front wheel drive transaxles. Applied shop practices for advanced students who wish to refine technical skills prior to obtaining employment in the industry. (CSU)

AUTO TECH 61C (5) COMPUTER COMMAND CONTROL FUNCTIONS 1 Hr. Rec. 1.5 Hrs. Lab. Prerequisites: Auto Tech 54 and Auto Tech 60 or previous working experience. This course provides advanced instruction in diagnosis and shop practices in computer command control fundamentals. It includes operation and servicing of fuel management sensors and computers and review of basic electricity/digital systems. Emphasis will be placed on diagnostic errors utilizing proper diagnostic techniques and procedures. (Nontransferable, AA/AS degree only)

AUTO TECH 65 (3) BASIC MACHINE SHOP TECHNOLOGY 2 Hrs. Rec. 3 Hrs. Lab. A general course designed for students desiring to work in the various areas of automotive technology involving machine shop operations. Skill is developed in the operation of lathes, milling machines, drill presses, grinders, shapers, and hand tool and bench tools, and heating. The proper use of materials, safety and care of equipment is emphasized. (CSU)

AUTO TECH 66 (3) ADVANCED MACHINE SHOP TECHNOLOGY 2 Hrs. Rec. 3 Hrs. Lab. Recommended Preparation: Auto Tech 65. A course designed to develop advanced skills in the operation of lathes, milling machines, drill presses, grinders, shapers and welding machines. The proper use of materials, safety and care of equipment is included. (CSU)

AUTO TECH 75 (3) BASIC SHOP SKILLS 3 Hrs. Lab. This is a comprehensive course in tool usage, nomenclature and terminology of tools and equipment for the beginning student in the technology. The course is for the student who has not developed a background in industrial technology, as well as for the bilingual student who wants to improve his/her technical vocabulary. (Same as Ag/Env/75) (Nontransferable, AA/AS degree only)

AUTO TECH 80 (3) TUNE-UP SERVICING THE DIESEL ENGINE 2 Hrs. Rec. 3 Hrs. Lab. Prerequisite: Auto Tech 51. This course covers the principles of tune-up and the procedures for servicing the diesel engine. Practical emphasis is placed on proper disassembling, diagnosis, calibration, and testing different types of pumps and injectors. Models from GMC, light trucks, Ford trucks, Chrysler trucks, import automobiles, and light trucks will be examined. Proper shop procedures will be followed on servicing, testing the fuel system, checking and analyzing cylinder compression, checking exhaust smoke and testing diesel engine electrical circuits. (CSU)

AUTO TECH 90ABC (3-3-3) ADVANCED AUTO TECH SHOP PRACTICE 4 Hrs. Lab. 4 Hrs. Lab. Prerequisites: Successful completion of at least 14 units in automotive technology. Auto Tech applied shop practices is for advanced students who wish to refine technical skills prior to obtaining employment in the industry. (CSU)

BUS 1B (4) PRINCIPLES OF MANAGERIAL ACCOUNTING 4 Hrs. Rec. 1 Hr. Lab. Prerequisite: Bus 1A. Selection and analysis of accounting information for internal use by managers. Using financial information for planning and control purposes. (CSU, UC)

BUS 2 (3) INTRODUCTION TO BUSINESS 3 Hrs. Rec. A basic beginning college course that introduces U.S. business and industry. Includes the nature and importance of business, forms of business ownership, organization, management, finance, marketing, government and legal regulations, pricing and taxes. (CSU)

BUS 3 (3) BUSINESS MANAGEMENT 3 Hrs. Rec. Recommended Preparation: Bus 2. A study of management theories and processes as they apply in the contemporary business world. The course is based on the application of the four functions of management—planning, organizing, leading, and controlling—in the effective achievement of organizational objectives. Management activities are practiced in organizational situations using case studies, simulations, and class projects. (Same as AG 25) (CSU)

BUS 4 (3) PRINCIPLES OF MARKETING 3 Hrs. Lab. A course of study designed to introduce students to the organization and operation of marketing activities, including the study of the marketing mix, markets, promotion and strategic planning. (CAN BUS 8)

BUS 5 (3) BUSINESS AND THE LEGAL ENVIRONMENT 3 Hrs. Lab. An introduction to the legal environment of business. The following topics are covered: sources of the law, judicial systems, administrative law and governmental regulation, crimes and torts, protection of intellectual property, contracts, commercial paper, agency, labor law, legal forms of business organization, securities regulations, consumer and environmental law, warranties and product liability, bankruptcy, real property law and international law. (CSU, UC)

BUS 6 (3) MANAGEMENT CONCEPTS OF SUPERVISION 3 Hrs. Rec. A study of supervisory management concepts that include definition of supervision and management, description of supervisory management functions and a supervisor's role in managing organizational resources, staffing, methods of performance appraisal, problem-solving and decision-making techniques, motivation, conflict resolution, compensation, communication, health and safety, training and development, labor relations, discipline, and how to cope with change. (CSU)

BUS 7 (3) HUMAN RELATIONS IN MANAGEMENT 3 Hrs. Rec. Study of Human Relations as they apply to management. Topics covered include model of organizational behavior, social systems and organizational culture, communications management, motivation, performance appraisal, employee attitudes and their effects, leadership and supervision, nature of participation, interpersonal dynamics, management of change, organizational development ethics, social responsibility, labor relations, equal employment opportunity, stress and counseling. (Same as HR 7) (CSU)

BUS 8 (2) HUMAN RESOURCES MANAGEMENT 2 Hrs. Lab. A course which describes the critical issues facing human resource management professionals now and in the future and how to effectively deal with them. The critical areas of human resource management are to include personnel planning; staffing; appraising and compensating employees; employee training and development; career planning and career management programs; quality of work life and productivity; occupational safety and health; and employee rights and unionization are discussed. Case studies and experimental exercises are used to enhance the learning environment. (CSU)

BUS 9 (3) PRACTICAL ACCOUNTING 3 Hrs. Lab. The basic course will teach students to journalize and post transactions common to a service type business and teach them the end of the fiscal period functions on the accrual basis. (Formerly Bus 10A) (Nontransferable, AA/AS degree only)

BUS 13 (3) APPLIED BUSINESS LAW 3 Hrs. Rec. A one-semester course covering courts and court procedures, contracts, sales contracts, bailments, negotiable instruments, agency and employment, partnerships, corporations, insurance and property. Not open to students who have completed Bus 5 or the equivalent. (Nontransferable, AA/AS degree only)

BUS 14 (3) PRACTICAL SALESMAHSHIP 3 Hrs. Rec. A practical approach to the study of salesmanship. Topics covered include an overview of personal selling and classification of sales jobs, the sales environment, the sales personality, the sales process, and other subject areas important to sales work such as understanding the firm and building good customer relationships. (CSU)

BUS 15 (4) INTRODUCTORY CALCULUS WITH APPLICATIONS 4 Hrs. Rec. (Same as Math 15) (CSU) (UC credit limited. See a counselor.)

BUS 16 (3) SMALL BUSINESS MANAGEMENT 3 Hrs. Rec. Course provides the basic tools and perspective necessary to understand small business management. It explores ways of
entering small business; describes the process for starting a new business venture; explains the personal appraisal checklist for going into small business; explains market assessment, market research, site selection, and factors that affect business operations as it relates to small business; describes small business planning, organizing, staffing, and controlling; and explains the basics of production management and quality control.

BUS 19 (3)
PERSONAL DEVELOPMENT FOR EMPLOYMENT
3 Hrs. LeC.
A thorough study of the process and practice of obtaining employment in the business world. Designed to meet the special needs of students in the fields such as: Marketing-Distribution; Business Supervision; Secretarial-Clerical; Accounting-Bookkeeping; and Data Processing, etc. Skills development in the areas of job search, employer contact, resume writing, interviewing techniques, interview follow-up, proper dress, and holding job practices. (CSU)

BUS 20 (3)
BEGINNING KEYBOARDING
2 Hrs. LeC. 3 Hrs. Lab.
Designed to teach the fundamental skills and knowledge of keyboarding. The student is introduced to the basic concepts of keyboarding production. (CSU)

BUS 23 (3)
MACHINE CALCULATION
2 Hrs. LeC. 2 Hrs. Lab.
Recommended Preparation: Math 51. Develop skills required for rapid and accurate operation of calculating machines. (CSU)

BUS 24 (3)
RECORDS MANAGEMENT
3 Hrs. LeC.
Lecture and supervised individual and group procedural activity designed to acquaint students with progressive filing and records management rules, procedures and techniques. Alphaletic, numeric, geographic and subject filing are studied. (CSU)

BUS 25AB (3-3)
KEYBOARDING: SPEED AND ACCURACY
2 Hrs. LeC. 3 Hrs. Lab.
Recommended Preparation: Ability to keyboard 20 net words per minute. An individualized diagnostic, prescriptive method of developing accuracy and speed. Emphasis is placed on developing of keyboarding speed and accuracy ratings between 20-90 net words per minute. (CSU)

BUS 26 (3)
INTRODUCTORY STATISTICS WITH APPLICATIONS
3 Hrs. LeC.
(CAN STAT 2) (Same as Math 12/Psych 13) (CSU, UC)

BUS 28A (3)
CERTIFIED PROFESSIONAL SECRETARY I
3 Hrs. LeC.
This course provides the opportunity to learn about and experience, in mock form, the first three sections of the Certified Professional Secretary Examination. Discussion of eligibility requirements, efficient test-taking principles, the application process, and study aids will be part of the course. (Nontransferable, nongrade applicable)

BUS 28B (3)
CERTIFIED PROFESSIONAL SECRETARY II
3 Hrs. LeC.
This course provides the opportunity to learn about and experience, in mock form, the second three sections of the Certified Professional Secretary examination. An overview of the Certified Professional Secretary exam will include fees, eligibility requirements, test dates and sites, preparation for the exam and organization for study. (Nontransferable, nongrade applicable)

BUS 29A (3)
WORD PROCESSING 1
2 Hrs. LeC. 3 Hrs. Lab.
Recommended Preparation: Ability to keyboard 20 net words per minute. The course is designed to teach students to use word processing software on the microcomputer and to develop office technology skills using machine transcription equipment. (Formerly Bus 22A) (CSU)

BUS 29B (3)
WORD PROCESSING 2
2 Hrs. LeC. 3 Hrs. Lab.
Recommended Preparation: Skills acquired in Bus 29A. The course is designed to bring students to a professional level required in today's office environment. Emphasis will be placed on producing business letters, reports, tables, and forms on the microcomputer (Formerly Bus 21A) (CSU)

BUS 30 (3)
ADVANCED WORD PROCESSING
2 Hrs. LeC. 3 Hrs. Lab.
Recommended Preparation: Skills acquired in Bus 29A. The course is designed to develop advanced word processing and desktop publishing functions. Using the advanced features as well as the graphic and desktop publishing capabilities, the student will develop the skills to complete the cycle of creating, editing, and printing a document on the microcomputer. Communication skill and formatting concepts will be emphasized in the course. (Formerly Bus 22B) (CSU)

BUS 31AC (0-3-3)
SHORTHAND THEORY-SPEEDBUILDING
2 Hrs. LeC. 3 Hrs. Lab.
Recommended Preparation: Word processing skills. A basic course in Gregg Shorthand. Theory and dictation practice. Designed for the needs of professional secretaries. (CSU)

BUS 39 (3)
OFFICE PROCEDURES
3 Hrs. LeC.
Prerequisite: Bus 29A and ability to keyboard 40 net words per minute. "Finishing" course which covers all business skills and stresses those competencies required of the office worker in today's business. (CSU)

BUS 40 (3)
GRAMMAR AND USAGE
3 Hrs. LeC.
Recommended Preparation: Eng 2A and concurrent enrollment in Bus 41. A review of the parts of speech, the structure of the sentence, and punctuation. Exercises to improve English usage will begin with the writing of various sentence types and progress to the writing of single descriptive and expository paragraphs. Satisfies part of the graduation requirements in the area of office technology. (Same as HT 2) (Nontransferable, AA/AS degree only)

BUS 41 (3)
BUSINESS CORRESPONDENCE
3 Hrs. LeC.
Recommended Preparation: Bus 40 and word processing skills. Emphasizes the basic elements and skills necessary for effective business communications. The business vocabulary - pronunciation; spelling, meaning, and punctuation - together with standard letter writing styles will be stressed. Not open to students who have completed Bus 42. (Nontransferable, AA/AS degree only)

BUS 42 (3)
BUSINESS COMMUNICATIONS
3 Hrs. LeC.
Recommended Preparation: Eng 2B and word processing skills. This course will teach the skills and strategies necessary to be an effective business communicator in both writing and speaking. Written and oral assignments regarding memorandums, letters, and reports for business will be required. (CSU)

BUS 43 (3)
BUSINESS CORRESPONDENCE IN SPANISH
3 Hrs. LeC.
Recommended for bilingual students with Bus 42 or equivalent. Practice in letter form and style, business vocabulary, spelling, and punctuation. Emphasis on differences and similarities in English and Spanish business correspondence. (CSU)

BUS 44 (1-2)
BUSINESS COMMUNICATION SKILLS
1-2 Hrs. LeC.
Designed to upgrade business communication skills needed in today's high-tech business office. Emphasis on creating written assignments with clear, concise business vocabulary, appropriate grammar, and standard formats. (Nontransferable, AA/AS degree only)

BUS 51 (1)
MICROCOMPUTER KEYBOARDING
1 Hr. Lab. 1 Hr. Lab.
The course is designed to develop speed and accuracy in the use of the computer keyboard. The student will learn basic operations of a computer including using alphabetic, numeric and symbol keys as well as the numeric keypad. The course will also include the basic commands needed to format documents. (CSU)

BUS 64 (2)
EFFECTIVE CUSTOMER SERVICE
5/2 Hrs. LeC.
This course is designed to develop the student's skills in understanding and dealing with customers in a variety of customer service situations. Class discussion focuses on the principles of effective customer service, generating positive customer relations, customer behavior styles, employee coping strategies, communication techniques, dealing with angry customers, and effective telephone techniques. Case studies, simulations, video presentations, and diagnostic instruments are used to supplement class discussion. (Nontransferable, nongrade applicable)

BUS 80 (3)
MEDICAL TERMINOLOGY
3 Hrs. LeC.
(Same as HT 3) (CSU)

BUS 81 (3)
MEDICAL TRANSCRIPTION
2 Hrs. LeC. 2 Hrs. Lab.
(Same as HT 4) (CSU)

BUS 82 (3)
PATIENT INFORMATION SYSTEMS
2 Hrs. LeC. 2 Hrs. Lab.
(Same as HT 5) (CSU)

BUS 83 (3)
MEDICAL INSURANCE
3 Hrs. LeC. 2 Hrs. Lab.
(Same as HT 6) (CSU)

BUS 84 (3)
PATIENT ADMINISTRATION SERVICES
3 Hrs. LeC.
(Same as HT 7) (CSU)

BUS 85 (2)
MANAGEMENT OF PATIENT SERVICES
2 Hrs. LeC.
(Same as HT 8) (CSU)

BUS 86 (3)
ADVANCED MEDICAL TRANSCRIPTION
2 Hrs. LeC. 2 Hrs. Lab.
(Same as HT 11) (CSU)

BUS 89 (3)
LAW OFFICE PROCEDURES AND PRACTICES FOR SECRETARIES
3 Hrs. LeC.
Practical instruction and exercises for secretaries. Emphasis on forms of pleadings; procedures for various actions (civil procedure, real estate, probate and conservatorships, family law); the law library and legal research; dictation of legal documents. (CSU)

BUS 90 (3)
REAL ESTATE PRINCIPLES
3 Hrs. LeC.
An analysis of the principles of real estate in California; history of California; real estate, property, contractors, agencies, land development, lending and mortgage regulations. (CSU)
BUS 91 (3) 
REAL ESTATE PRACTICES
3 Hrs. Lect.
Course of study that covers the following topics: Real Estate Industry, Elements and Relationships of Real Estate Agency, Organization of Real Estate Office, Prospecting Methods and Listings Development, Basic Selling and Advertising Techniques, Preparation and Content of Real Estate Purchase Contract, Escrow and Title Insurance, Elements of Real Estate Financing, Sources of Funds, Taxation, Appraisal and Valuation, Property Management and Leasing, Real Estate Investment, and Specialized Transactions. (CSU)

BUS 92A (3) 
LEGAL ASPECTS OF REAL ESTATE
3 Hrs. Lect.
Recommended Preparation: Bus 90 or employment in the real estate field as a licensee. A practical study of California Real Estate Law that includes: classes and elements of real property, laws of fixtures, land titles, estates, and other interests in real property, methods of ownership of real property, acquisition and transfer of real property, land descriptions, contracts for the sale of land, liens, restrictions on the use of property, leases, rights, duties and responsibilities for real estate brokers, consummation of transactions, probate proceedings, and rights and duties of adjoining owners. (CSU)

BUS 93 (3) 
REAL ESTATE FINANCE
3 Hrs. Lect.

BUS 94A (3) 
REAL ESTATE APPRAISAL
3 Hrs. Lect.
Recommended Preparation: Bus 90 or employment in the real estate field as a licensee. Methods and techniques for determination of loan, market and insurance values. Case study methods are employed; field work and demonstration appraisal reports are required. Principles of real estate valuations; cost, market data, summation and sales analyst methods of appraising are studied with an emphasis on residential properties. (CSU)

BUS 95 (3) 
REAL ESTATE ECONOMICS
3 Hrs. Lect.
Recommended Preparation: Bus 90, Bus 91, Bus 92A, Bus 93 and Bus 94A. A practical study of the economic aspects of real estate designed to provide a grasp of the dynamic economic conditions and other factors underlying the real estate business in California. This is designed to be the senior course - the final course - in the real estate curriculum. (CSU)

CHEM 1A (5) 
GENERAL INORGANIC CHEMISTRY
3 Hrs. Lect. 6 Hrs. Lab.
Recommended Preparation: High school algebra and chemistry and/or Chem 2A. Basic principles and calculations of chemistry with emphasis on stoichiometry and dimensional analysis applied to various problem types. Fundamental principles and theory of atomic and molecular structure as related to type of bonding and molecular geometry. Study of kinetic molecular theory and the first law of thermodynamics, periodic relationships of elements, physical states of matter, solution chemistry, oxidation-reduction, introductory kinetics, and equilibrium studies are also investigated. The laboratory is an introduction to classical experimentation and how it applies to lecture topics as well as certain instrument studies. (CSU, UC)

CHEM 1B (5) 
GENERAL INORGANIC CHEMISTRY
3 Hrs. Lect. 6 Hrs. Lab.
Prerequisite: Chem 1A. Detailed study of the three laws of thermodynamics and their relation to chemical reactions, rates of reactions and equilibrium. Survey of selected groups from the periodic table, oxidation-reduction with respect to concentration, nuclear processes and introductory organic and biochemical reactions. Laboratory exercises related to electrochemical study and qualitative analysis. (CSU, UC)

CHEM 2A (5) 
INTRODUCTION TO CHEMISTRY
3 Hrs. Lect. 3 Hrs. Lab.
Recommended Preparation: High school algebra or equivalents. Elementary principles of general and inorganic chemistry with an introduction to organic and bio-chemistry. Previous science background is not required. This course is recommended for students who need only a one-semester general chemistry course and also for students entering paramedical and allied health fields. This course will satisfy the prerequisite for Chemistry 1A. (Same as PP3) (CSU) (UC credit limited. See a counselor.)

CHEM 2F (5) 
QUANTITATIVE ANALYSIS
2 Hrs. Lect. 6 Hrs. Lab.
Recommended Preparation: Chem 1B. Theory and practice of volumetric, gravimetric and electrochemical methods of analysis with an introduction to instrumental techniques of analysis. (CSU, UC)

CHEM 12A (5) 
ORGANIC CHEMISTRY
3 Hrs. Lect. 6 Hrs. Lab.
Recommended Preparation: Chem 1A. A study of various reaction mechanisms as they pertain to both aliphatic and aromatics. Stereochemical properties of compounds are investigated and related to structure. This course is intended for students majoring in chemistry-pre-medical and biology majors (Formerly Chem 12) (CSU, UC)

CHEM 12B (5) 
ORGANIC CHEMISTRY
3 Hrs. Lect. 3 Hrs. Lab.
Prerequisite: Chem 12A. A continuation of Chem 12A with emphasis on aromaticity and electrophilic substitution, the mechanisms involved in the preparation and reactions of alcohols, amines, carbonyls, carboxylates, condensation reactions involving carboxyls, acyl halides and biologically important compounds. (CSU)

COMPUTER INFORMATION SYSTEMS

CIS 1 (3) 
INTRODUCTION TO INFORMATION SYSTEMS
3 Hrs. Lect. 3 Hrs. Lab.
An introductory course designed to teach the basic understanding of computer information systems, to survey computer hardware and software. To give the student hands-on experience on common business applications and to introduce the student to programming. (CSU) (UC credit limited. See a counselor.)

CIS 10 (3) 
PROGRAMMING IN COBOL
3 Hrs. Lect.
Recommended Preparation: CIS 1. A beginning course in programming in COBOL to prepare programmers and students of closely related occupations for employment in business and industry. The course covers program design and logic, program development, and provides hands-on experience in realistic business application programming. (CSU) (UC credit limited. See a counselor.)

CIS 12 (3) 
PROGRAMMING IN BASIC
3 Hrs. Lect.
Recommended Preparation: CIS 1. A practical course covering the fundamentals of BASIC programming language as adapted to a variety of different applications. (Same as Math 57) (CSU) (UC credit limited. See a counselor.)

CIS 14 (3) 
PROGRAMMING IN FORTRAN
3 Hrs. Lect.
(Same as Math 47) (CSU) (UC credit limited. See a counselor.)

CIS 15 (3) 
PROGRAMMING IN C
3 Hrs. Lect.
Recommended Preparation: Knowledge of a computer programming language. A course in programming using C. Syntax of the language will be emphasized; and operating systems, comparative programming languages, data structures, graphics, numerical analysis, programming methodology, and scientific and business applications will also be covered. (Same as Math 59) (CSU)

CIS 21AC (1-1-1)
COMPUTER APPLICATIONS LAB
2 Hrs. Lab.
Recommended Preparation: Concurrent enrollment in a course requiring computer support. A hands-on lab class which supports those courses requiring computer completed assignments. The student may be involved in using word processing, programming, integrated software programs or decision support applications. (CSU) (UC credit limited. See a counselor.)

CIS 22 (3) 
MICROCOMPUTER ACCOUNTING
3 Hrs. Lect. 2 Hrs. Lab.
Recommended Preparation: CIS 1. Prerequisite: Bus 1A or Bus 10. A practical course in which students will have an opportunity to utilize computerized financial software that is currently being used in the business field. A "case study" will be completed by the students which will help them to gain microcomputer skills. (CSU)

CIS 23 (1) 
MICROCOMPUTER OPERATIONS: HARDWARE AND SOFTWARE
1 Hr. Lect.
An introductory course designed to familiarize computer users with the basic microcomputer system components, essential disk operating system commands, and computer terminology. Additionally, the student will become acquainted with the types of software typically used on microcomputer systems. (CSU)

CIS 25 (1) 
MICROCOMPUTER OPERATING SYSTEMS: DOS
1 Hr. Lect.
Designed to familiarize computer users with the system software commands that control the computer. These commands cover management of internal communications, error checking, money usage, data storage, data retrieval, data deletion and device configuration. (CSU)

CIS 30A (1) 
WORD PROCESSING: WORDPERFEK T I
1 Hr. Lect.
Hands-on practice with WordPerfect WORD PROCESSING software on the microcomputer. The course is designed for beginners and will focus on document creation and basic editing features including line and page formatting, block and move, spell check and thensaurus. (CSU)

CIS 30B (1) 
WORD PROCESSING: WORDPERFEK T II
1 Hr. Lect.
Recommended Preparation: CIS 30A or CIS 1. Hands-on practice with WordPerfect WORD PROCESSING software on the microcomputer. The course is a continuation of WordPerfect I and will focus on editing and formatting features including macros, sort, merge, split screen, and line draw. (CSU)

CIS 35A (1) 
SPREADSHEET: LOTUS 123
1 Hr. Lect.
A beginning course in the creation and use of spreadsheet applications as a management tool. "What is" analysis and graphic presentations will be presented. (CSU)

CIS 35B (1) 
SPREADSHEET: LOTUS 123
1 Hr. Lect.
Recommended Preparation: CIS 35A or CIS 1. A sequence to the CIS 35A course. This course develops expertise in work sheet applications, teaches use of graphic presentations in work sheets,
3 36 (1)
READSHEET: SYMPHONY
Hr. Loc.

3 39 (1)
ATA BASE: dBASE
Hr. Loc.

3 40A (1)
Recommended Preparation: CIS 40A or CIS 1. A course designed to develop applications systems using the Applications Generator and the programming language of dBASE IV. (CSU)

3 40B (1)
DATA BASE: dBASE
Hr. Loc.

3 41A (1)
DESKTOP PUBLISHING: ALDUS PAGE MAKER
Hr. Loc.

3 41B (1)
Recommended Preparation: Knowledge of word processing equipment. The course is designed to teach students to use the desktop publishing equipment. The course will present the student with the microcomputer, the laser printer, and scanning equipment. This is an experimental course and will focus on the integration of text and graphics using design and electronic page counting with a microcomputer-based system to produce professional quality documents. Such documents may include newsletters, brochures, forms, flyers, reports, schedules, advertisements, magazines, books, newspapers, letters, memos, and other correspondence. (Same as Art 51) (CSU)

CORRECTIONAL SCIENCE

CSC 21 (3)
INTRODUCTION TO CORRECTIONS
3 Hrs. Loc.
(Same as Adm Jus 35) (CSU)

CSC 22 (3)
REPORT WRITING FOR ADMINISTRATION OF JUSTICE
3 Hrs. Loc.
(Same as Adm Jus 39) (CSU)

CSC 23 (3)
CONCEPTS OF CRIMINAL LAW
3 Hrs. Loc.
(Same as Adm Jus 23) (CSU)

CSC 24 (3)
CORRECTIONAL INTERVIEWING AND COUNSELING
3 Hrs. Loc.
An overview of the techniques available to practitioners in Corrections in counseling and interviewing. The student will learn the use of appropriate techniques and theories in confidence building which may be used by the correctional employee in client interviews and counseling. A basic course for students planning to enter or already employed within the Correctional Science field. (CSU)

CSC 25 (3)
CONTROL AND SUPERVISION OF INMATES
3 Hrs. Loc.
An overview of supervision of inmates in the local, state and federal correctional institutions. The issues of control in a continuum from institutional daily living through crisis situations will be introduced and discussed. The course will emphasize the role played by the offender and the correctional worker. Introduces inmate subcultures, violence and effects of crowding on inmates and staff, addresses coping techniques for correctional officers in a hostile prison environment while discussing causes and effects of abusive tactics. (CSU)

DISABLED STUDENT PROGRAMS AND SERVICES

PL 1 (3)
UNDERSTANDING EXCEPTIONAL STUDENTS
2 Hrs. Loc. 2 Hrs. Lab.
Recommended Preparation: Psych 20/CECE 20 or Psych 1A. A psychological approach to the study of exceptional students. Includes psychological, social, educational, and emotional problems. Theory and practice will be emphasized. (Nontransferable, nondegree applicable)

PL 2AB (2-3)
BEGINNING COMMUNICATION WITH THE PHYSICALLY LIMITED PERSON
5 Hrs. Loc.
An introduction to American Sign Language and Signed English designed to provide basic communication skill and increased awareness of the psychology of an individual with a severe hearing impairment. The course will include definitions of hearing loss, history of deaf education and culture, communication issues, and legal and regulatory aspects of the Americans with Disabilities Act. (CSU)

PL 2AAB (2-3)
ADVANCED COMMUNICATION WITH THE PHYSICALLY LIMITED
3 Hrs. Loc.
Recommended Preparation: PL 11. Continues development of interpreting/transliterating skills. Students will have directed practice in interpreting in a variety of communication situations. Techniques of facial expression, body movement, and spatialization as it relates to American Sign Language will be studied. (CSU)

PL 2B 13C (1-1-1)
COMMUNICATION WITH THE DEAF IN THE COLLEGE CLASSROOM
1 Hr. Loc. 2 Hrs. Lab.
Recommended Preparation: PL 12. Develops students' knowledge of interpreting in an educational setting. Directed study will be done of vocabulary, correct interpretation of idiomatic or technical terms, and problem solving in the interpreting process. Laboratory hours will provide practical application of sign-to-voice techniques and experiential development of sign-to-voice skills. (CSU)

PL 15A (4)
READING AND SPELLING FOR STUDENTS WITH LEARNING DIFFERENCES
4 Hrs. Loc. 1 Hr. Lab.
Recommended Preparation: Need for basic instruction based on placement tests and individual interview. This course will teach adults with learning differences to read and to spell phonetically regular words in the context of written sentences with an emphasis on one- and two-syllable words having only short vowels, 40 sight words, and the spelling role dealing with doubling the final consonant in one-syllable words. (Nontransferable, nondegree applicable)

PL 15B (4)
READING AND SPELLING FOR STUDENTS WITH LEARNING DIFFERENCES
4 Hrs. Loc. 1 Hr. Lab.
This course is a continuation of PL 15A with an emphasis on one-syllable words with a final nasal, e, words with diagraph, 50 sight words, two-syllable words with short vowels and vowel-consonant-e syllables, and two-syllable words with the first syllable open. Includes the second syllable having a short vowel or vowel-consonant-e. (Nontransferable, nondegree applicable)

PL 21C (4)
READING AND SPELLING FOR STUDENTS WITH LEARNING DIFFERENCES
4 Hrs. Loc. 1 Hr. Lab.
This course is a continuation of PL 15B with an emphasis on various sounds of consonants, diphthongs, and various suffixes. (Nontransferable, nondegree applicable)

PL 15D (4)
READING AND SPELLING FOR STUDENTS WITH LEARNING DIFFERENCES
4 Hrs. Loc. 1 Hr. Lab.
This course is a continuation of PL 15C with an emphasis on contractions, silent consonants, various spellings of vowel and consonant sounds, and spelling rules dealing with adding suffixes to any word. (Nontransferable, nondegree applicable)

PL 23A BCD (2-2-2)
TACTILE ART FOR THE PHYSICALLY LIMITED
4 Hrs. Lab.
This course is designed to enrich the aesthetic experience of the physically limited. Students will explore various art media and methods. (Nontransferable, nondegree applicable)
ECE 31B (3) FIRST AID AND CPR FOR TEACHERS OF YOUNG CHILDREN
1 Hr. Lab.
First Aid, CPR Module B: American Red Cross or American Heart Association certification in infant, child and adult CPR and First Aid. (Same as HT 17) (CSU)

ECE 23 (3) MULTILINGUAL AND MULTICULTURAL CURRICULUM FOR YOUNG CHILDREN
3 Hrs. Lab.
General introduction to life styles, values, and socioeconomic conditions of children from multilingual and multicultural families with special emphasis on ways in which these factors affect the teaching and learning process. Students are introduced to strategies, materials and resources designed to help them enhance the multilingual and multicultural experience of the children. (Formerly ECE 46) (CSU)

ECON 2 (3) PRINCIPLES OF ECONOMICS
3 Hrs. Lab.
An introduction to economic concepts and the principles of economic analysis. Emphasis on economic institutions, issues of economic analysis. Emphasis on economic institutions, issues of microeconomics, and macroeconomics. (CSU, UC)

ECON 3 (3) PRINCIPLES OF ECONOMICS
3 Hrs. Lab.
An introduction to economic concepts and the principles of economic analysis. Emphasis on economic institutions, issues of economic analysis. Emphasis on economic institutions, issues of microeconomics, and macroeconomics. (CSU, UC)

ED 1 (2) INTRODUCTION TO EDUCATION
1 Hr. Lab. 3 Hrs. Lab.
Recommended for students interested in a teaching credential. Opportunity to explore specific grade levels through weekly observations and participation in actual classroom situations. Gives broad overview of the varied aspects of teaching. (CSU)

ELECTRICITY
ELECTRICITY 1 (3) BASIC ELECTRICITY
2 Hrs. Lab. 3 Hrs. Lab.
Recommended Preparation: Math 51. An introductory course to the study of electricity and electronics. Basic theory of the physical phenomena involved in the use and selection of various electrical components, instruments and circuits is presented in the lecture. Practical experiments demonstrating this theory are performed in the lab. (CSU)

ELECTRONICS
ELECTRO 1A (4) BASIC ELECTRICITY AND ELECTRONICS
3 Hrs. Lab. 3 Hrs. Lab.
Recommended Preparation: Math X. An introduction to the study of electricity and electronics. Basic theories of the physical phenomena involved in circuitry-related devices and measurement instruments. (CSU)

EMERGENCY MEDICAL TECHNICIAN
EMT 1 (6.5) EMERGENCY MEDICAL TECHNICIAN 1
5.5 Hrs. Lab. 1 Hr. Lab.
A course for individuals who will come in contact with victims of illness or injury primarily in an emergency, prehospital environment. This course would be of value to all emergency service personnel, including ambulance personnel, law enforcement, fire services, hospital emergency department, and other rescue personnel. Topics will include roles and responsibilities, evaluation and treatment of illness and injury. Procedures for dealing with life-threatening emergencies are presented. Hazardous materials training and semi-automatic defibrillation training are included. This course is approved by the Imperial County Emergency Medical Services Agency and is within the training guidelines of the California State EMS Authority for EMT 1 and EMT D training. Successful completion will result in eligibility for certification as an EMT 1 and EMT D. (CSU)

EMT 1D (5) EMERGENCY MEDICAL TECHNICIAN 1 - DEFIBRILLATION
5 Hrs. Lab.
Prerequisites: Must possess a current EMT 1 certification, be eligible for EMT 1 certification, or be currently enrolled in an EMT 1 course that is approved by the Imperial County Emergency Medical Services Agency. A course developed to train the EMT 1 in the skill of proper use of a semi-automatic defibrillator on those persons that fall victim to cardiac arrest and demonstrate a cardiac arrest monitor pattern of ventricular fibrillation or ventricular tachycardia. This course will teach the EMT 1 how and when to use the semi-automatic defibrillator in a given field situation that meets the criteria set forth in the California Code of Regulations and the Imperial County Emergency Medical Services Policies and Procedures. (CSU)

EMT 1R (2) EMERGENCY MEDICAL TECHNICIAN 1 - REFRESHER
2 Hrs. Lab.
Prerequisites: Current EMT 1 certification or have possessed an EMT 1 certification within the past 4 years. A course designed to fulfill the California EMT 1 refresher course requirements. This course will review basic life support topics and procedures by including cardiopulmonary resuscitation topics. Specific topics to be presented are: Cardiopulmonary resuscitation (CPR), and Advanced Cardiac Life Support (ACLS). This course is approved by the Imperial County EMS Agency and is within the training guidelines of the California Code of Regulations. (CSU)

EMT 2A (7) EMERGENCY MEDICAL TECHNICIAN 2A
6 Hrs. Lab. 3 Hrs. Lab.
Prerequisites: Have a valid California Emergency Medical Technician I (1A, FS, PS or CHP) Certificate. Have one year experience as an EMT. Have permission of the EMT Instructor/Coordinator. Successful completion of application packet. A course designed to teach professional public safety personnel limited advanced life support skills. The course will teach the student to treat critically ill and injured patients in the pre-hospital setting using all the basic life support skills learned in EMT 1A, and advanced skills such as intravenous infusion, defibrillation, MAST suit application and esophageal intubation. The course is an intensive one, requiring the student's total dedication to successful completion of the course, and the realization that more than usual study and TBA requirements must be met. (CSU)

EMT 2B (5) EMERGENCY MEDICAL TECHNICIAN 2B
3 Hrs. Lab. 18 Hrs. Lab.
Prerequisites: Successful completion of EMT 2A. This course is a continuation of EMT 2A. It is designed to teach professional public safety personnel limited advanced life support skills not covered in EMT 2A. It enables the student to put all laboratory and didactic materials together in clinical and field experiences. The student will be able to perform total patient assessment and care, using state-of-the-art techniques. (CSU)

This document contains information on various courses and prerequisites, including early childhood education, health, safety, and nutrition for teachers of young children, and emergency medical technician training. It also includes courses on electricity, electronics, and economics.
county guidelines for limited advanced life support systems. First responders, including local authorities and training and practicing physicians. Students will review vital and diagnostic signs and determination of extent of injuries. Procedures for dealing with life threatening emergencies will be reviewed in the first responders, including CPR and control of hemorrhage. Other medical and environmental emergencies will be reviewed, along with childhood, disorders specific to infants and children. A competency based pre-test will be given, as well as a final post-test. (Nontransferable, nondegree applicable)

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC

EMT-P C1 (3) EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC

2 Hrs. Lab. 6.5 Hrs. Lab. 30 Hrs. Lab. Prerequisites: Successful completion of EMT-P D1 and EMT-P D2. May enter EMT-P C1 prior to 1 year after completion of EMT-P D1 and EMT-P D2 with EMT Training Coordinator and EMT Training Medical Director approval. Recommendation of the EMT Training Coordinator and EMT Training Medical Director. This course is the first phase of the clinical training of the paramedic program. This portion of training enables the student to perform all didactic and skills training together within the hospital setting. The student will be able to Perform total patient assessment and care, using state and county guidelines for the paramedic. Instruction and supervised practice at the paramedic level will be performed in the critical care unit, the emergency department, the newborn nursery, the pediatric unit, the lab, and the operating room. The hospital practice shall not be limited to the development of practical skills alone but will include the application of paramedic knowledge, including evaluations, pathophysiology of medical and surgical conditions, development of patient rapport, and care for and understanding of the patient’s illness. Students must be aware of the intensity of the course that requires dedication to successfully complete this phase of clinical training. (CSU)

EMT-P C2 (3) EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC

2 Hrs. Lab. 2 Hrs. Lab. Prerequisites: Successful completion of EMT-P D1, EMT-P D2 & EMT-P C1. Applicant may petition for exemption from this course providing: Applicant is currently certified as an EMT 2 with a minimum of 1 year experience, as defined by the American College of Emergency Physicians. This course is the last segment of the program. The student will be able to complete all of the Advanced Life Support course that requires dedication to successfully complete this phase of clinical training. (CSU)

EMT-P D1 (8) EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC

1.0 Hrs. Lab. Prerequisites: Current certification as an EMT 2 certification within previous 12 months or current RN license. Current experience as an EMT 1 or 1 year as ER RN. Successful completion of pre-hospital evaluation of the Emergency Medical Technician and Paramedic Program Director. Pass, by CPR certification. Paramedic EMT proficiency with score of 80% or better. This course is the final phase of the training to instruct students in advanced life support procedures, patient assessment, airway management, mass casualty & stress of the EMS provider. This course will cover medical terminology, patient assessment, airway, ventilation, shock, pathophysiology, signs/symptoms, paramedic procedures, including skills available to the paramedic. Obstetrical/Gynecological emergencies will be included. Behavioral included. All skills/equipment available for the paramedic for the student’s total dedication for successful completion of this course. The student shall be able to successfully complete this course and be able to take the flight training. (CSU)
ENGL 3A (3) WRITING FUNDAMENTALS
3 Hrs. Lect.
Recommended Preparation: Appropriate placement recommendation or completion of Eng 3B. Concurrent enrollment in an appropriate reading class is strongly recommended. Preparation for Eng 2B provides developmental instruction approaching the college level n paragraph and short essay writing. The course follows in sequence from Eng 3B and is taught simultaneously with Eng 2B. (Nontransferable, nondegree applicable)

ENGL 2B (3) BASIC ENGLISH COMPOSITION
3 Hrs. Lect.
Recommended Preparation: Appropriate placement recommendation or completion of Eng 2A. Concurrent enrollment in an appropriate reading class is strongly recommended. Preparation for Eng 1A. The course seeks to improve the student's mastery of the short essay at the college level. The course follows in sequence from Eng 3B and is taught simultaneously with Eng 2A. (CSU, UC)

ENGL 3A (3) WRITING FUNDAMENTALS
3 Hrs. Lect.
Recommended Preparation: Appropriate placement recommendation or completion of Eng 3A. Concurrent enrollment in an appropriate reading class is strongly recommended. Preparation for Eng 2A. A review of grammar and punctuation as well as instruction for writing paragraphs with clear topic sentences. Designed for the student needing to acquire basic writing skills and to overcome language transfer interference. Follows in sequence from Eng 4B. Taught simultaneously with Eng 3B. (Nontransferable, nondegree applicable)

ENGL 3B (3) WRITING FUNDAMENTALS
3 Hrs. Lect.
Recommended Preparation: Appropriate placement recommendation or completion of Eng 3A. Concurrent enrollment in an appropriate reading class is strongly recommended. Preparation for Eng 2A. A review of grammar and punctuation as well as instruction for writing paragraphs with clear topic sentences. Designed for the student needing to review basic writing skills. The course follows in sequence from Eng 4B. Taught simultaneously with Eng 3A. (Nontransferable, nondegree applicable)

ENGL 4A (6) ADVANCED GRAMMAR AND COMPOSITION FOR BILINGUALS
4 Hrs. Lect. 1 Hr. Lab.
Recommended Preparation: Appropriate placement recommendation or completion of Eng 5. Advanced grammar and composition are emphasized. Satisfactory completion of this course qualifies the student for enrollment in Eng 4B. (Nontransferable, nondegree applicable)

ENGL 4B (3) THE WRITING PROCESS FOR BILINGUALS
3 Hrs. Lect.
Recommended Preparation: Appropriate placement recommendation or completion of Eng 4A. The Writing Process for Bilinguals would be based on small-group and individual instruction using rewriting, brainstorming, and listing; rough draft read-rounds and peer-editing; review of grammar, mechanics, and usage; vocabulary, spelling, and format protocol; journal writing; and small and large group sharing of successful models for effective writing. (Nontransferable, nondegree applicable)

ENGL 5 (4) INTERMEDIATE GRAMMAR AND COMPOSITION FOR ESL
4 Hrs. Lect. 1 Hr. Lab.
Recommended Preparation: Appropriate placement recommendation or completion of Eng 6. Concurrent enrollment in Eng 25 and Eng 35 is strongly recommended. Eng 5 is an intermediate course which takes the student from simple present and past tense usage to more complicated grammatical structures. Basic skills for simple compositions in English are also taught. (Nontransferable, nondegree applicable)

ENGL 5A (3) INTERMEDIATE GRAMMAR AND COMPOSITION FOR ESL
2 Hrs. Lect. 1/2 Hr. Lab.
Recommended Preparation: Appropriate placement recommendation or completion of Eng 6B. Concurrent enrollment in Eng 25 and Eng 35 is strongly recommended. The course covers the first half semester's work of Eng 5 and is offered for the convenience of night students who cannot attend class more than one night per week. The course, together with Eng 5B, is equivalent to Eng 5. Not open to students who have completed Eng 5. (Nontransferable, nondegree applicable)

ENGL 5B (2) INTERMEDIATE GRAMMAR AND COMPOSITION FOR ESL
2 Hrs. Lect. 1/2 Hr. Lab.
Recommended Preparation: Appropriate placement recommendation or completion of Eng 6A. Concurrent enrollment in Eng 25 and Eng 35 is strongly recommended. This course covers the second half semester's work of Eng 5 and is offered for the convenience of night students who cannot attend class more than one night per week. Satisfactory completion of Eng 5A and 5B is equivalent to Eng 5 and qualifies the student to enroll in Eng 4 or Eng 4A. Not open to students who have completed Eng 5. (Nontransferable, nondegree applicable)

ENGL 6 (4) BEGINNING GRAMMAR AND COMPOSITION FOR ESL
4 Hrs. Lect. 1 Hr. Lab.
Recommended Preparation: Appropriate placement recommendation or completion of Eng 7. Concurrent enrollment in Eng 26 and Eng 36 is strongly recommended. A beginning course in English class for the intermediate level. The course will cover grammar, simple sentence writing, and paragraph writing. (Nontransferable, nondegree applicable)

ENGL 6A (2) BEGINNING GRAMMAR AND COMPOSITION FOR ESL
2 Hrs. Lect. 1 Hr. Lab.
Recommended Preparation: Appropriate placement recommendation or completion of Eng 7. Concurrent enrollment in Eng 26 and Eng 36 is strongly recommended. This course covers the first half semester's work of Eng 6 and is offered for the convenience of night students who cannot attend class more than one night per week. This course will emphasize vocabulary building. Together with Eng 6B, is equivalent to Eng 6. (Nontransferable, nondegree applicable)

ENGL 6B (2) BEGINNING GRAMMAR AND COMPOSITION FOR ESL
2 Hrs. Lect. 1 Hr. Lab.
Recommended Preparation: Appropriate placement recommendation or completion of Eng 6A. Concurrent enrollment in Eng 26 and Eng 36 is strongly recommended. This course covers the second half semester's work of Eng 6 and is offered for the convenience of night students who cannot attend class more than one night per week. Satisfactory completion of Eng 6A and 6B is equivalent to Eng 6 and qualifies the student to enroll in Eng 5A. Not open to students who have completed Eng 6. (Nontransferable, nondegree applicable)

ENGL 7 (4) BASIC ESL/CIVICS
4 Hrs. Lect. 1 Hr. Lab.
A course designed for monolingual speakers who have no knowledge of English and whose literacy in their native language is minimal. Basic English will give students the basic reading and writing skills necessary to enter Eng 6. (Nontransferable, nondegree applicable)

ENGL 11 (3.5) READING FOR ANALYTICAL AND CRITICAL READING
3 Hrs. Lect. *1 Hr. Lab.
Recommended Preparation: Appropriate placement recommendation or completion of Eng 12B and Eng 1A. Designed to help adequate readers become superior readers. Recommended for college transfer students who wish to develop their critical reading and writing skills necessary for all college level reading. (CMU)

ENGL 12A (3.5) READING III: INTERMEDIATE DEVELOPMENT
3 Hrs. Lect. *1 Hr. Lab.
Recommended Preparation: Appropriate placement recommendation or completion of Eng 12B. A course at the upper intermediate level designed to refine those skills designated in Eng 13A. Includes additional instruction in study skills, outlining, and critical reading. (Nontransferable, nondegree applicable)

*Participation in instructor-assigned reading lab activities is a required part of the course.

ENGL 12B (3.5) READING III: INTERMEDIATE DEVELOPMENT
3 Hrs. Lect. *1 Hr. Lab.
Recommended Preparation: Appropriate placement recommendation or completion of Eng 12A. A course at the upper intermediate level designed to refine those skills designated in Eng 13A. Includes additional instruction in study skills, outlining, previewing, summarizing, and critical reading. (Nontransferable, AA/AS degree only)

*Participation in instructor-assigned reading lab activities is a required part of the course.

ENGL 13A (3.5) BASIC DEVELOPMENT
3 Hrs. Lect. *1 Hr. Lab.
Recommended Preparation: Appropriate placement recommendation or completion of Eng 14B. A course at the lower intermediate level designed to refine those skills designated in Eng 13A. Includes additional instruction in comprehension, vocabulary and study skills. Emphasis will be on fundamental understanding of texts, and increasing word knowledge. (Nontransferable, nondegree applicable)

*Participation in instructor-assigned reading lab activities is a required part of the course.

ENGL 13B (3.5) READING II: BASIC DEVELOPMENT
3 Hrs. Lect. *1 Hr. Lab.
Recommended Preparation: Appropriate placement recommendation or completion of Eng 14B. A course at the lower intermediate level designed to refine those skills designated in Eng 13A. Includes additional instruction in comprehension, vocabulary and study skills. Emphasis will be on fundamental understanding of texts, and increasing word knowledge. (Nontransferable, nondegree applicable)

*Participation in instructor-assigned reading lab activities is a required part of the course.

ENGL 14A (3.5) READING I: DEVELOPMENT FOR BILINGUALS
3 Hrs. Lect. *1 Hr. Lab.
Recommended Preparation: Appropriate placement recommendation or advancement in the ESL curriculum indicating readiness for the monolingual curriculum. Course designed to develop reading efficiency of bilingual students. Students who need additional instruction in comprehension, vocabulary building will be included, as well as those study skills directly related to reading. (Nontransferable, nondegree applicable)

*Participation in instructor-assigned reading lab activities is a required part of the course.
ENG 242 (3)
SURVEY OF WORLD LITERATURE
3 Hrs. Lec.
Recommended Preparation: Eng 1B. Study of selected literature of the Hebrews, Greeks, Romans, the Middle Ages, and the Renaissance. Emphasis on literature other than American and English. (CSU, UC)

ENG 58H (1)
ADVANCED COMPOSITION - BONORS
1 Hr. Lab.
Recommended Preparation: Eng 1A with a grade of B or better. Corequisite: Eng 50. A roundtable seminar on the principles of literary composition, the development of stylistic technique, the analysis and evaluation of literary works, and the mechanics of writing. (Nontransferable, AAS/AA degree only)

ENG 59 (3)
GRAMMAR AND USAGE REVIEW
3 Hrs. Lec.
Recommended Preparation: Eligibility for Eng 2A. Review of punctuation, mechanics, capitalization, review of spelling rules regarding practice with summary report writing done by the student.
ENVIRONMENTAL SCIENCE

ENV SCI 5 (3)
MAN AND HIS ENVIRONMENT
3 Hrs. Lec.
The study of natural resources vital to man's existence. Emphasis is on composition of the physical environment and problems associated with contamination of air, water, and soil. (Same as Ag 5) (CSU, UC)

FIRE SCIENCE

FIRE SCI 17 (1)
EMERGENCY FIRE/MEDICAL DISPATCHER
1 Hr. Lab. 3 Hr. Lab.
Prerequisite: Current CPR card. A course to train public safety dispatchers to quickly and accurately interpret calls, request aid, dispatch proper emergency vehicles and personnel. Communication between field units and dispatchers, prearrival instructions, triage calls, basic life support, record keeping, FCC regulations, and roles and responsibilities of dispatcher will be covered. (Nontransferable, AV/AS degree only)

FIRE SCI 25 (1)
PREPARING FOR INCIDENT COMMAND
1 Hr. Lec.
Standard operating procedures for commanding the initial fire response to an emergency incident are introduced. This course will cover the basic concepts of Incident Command. (Nontransferable, nondegree applicable)

FIRE SCI 60 (3)
INTRODUCTION TO FIRE SCIENCE
3 Hrs. Lec.
Provide an introduction to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection; fire loss analysis; organization and function of public and private fire protection services; fire departments as a part of the community; laws and regulations affecting the fire service; local government and the role of the fire service. (Nontransferable, nondegree applicable)

FIRE SCI 63 (3)
FUNDAMENTALS OF FIRE PREVENTION
3 Hrs. Lec.
Recommended Preparation: Completion of or concurrent enrollment in FIRE SCI 60. Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention to fire safety education and detection and suppression systems. (CSU, UC)

FIRE SCI 63 (3)
FUNDAMENTALS OF FIRE PROTECTION CHEMISTRY
3 Hrs. Lec.
Recommended Preparation: Completion of or concurrent enrollment in FIRE SCI 60. This course provides the student with basic, fundamental information and knowledge of the physical and chemical characteristics of matter, fire, hazardous materials, and basic fire extinguishment theory. (CSU, UC)

FIRE SCI 64 (3)
FUNDAMENTALS OF FIRE SERVICE OPERATIONS
3 Hrs. Lec.
Recommended Preparation: Completion of or concurrent enrollment in FIRE SCI 60. Provides the student with the fundamentals of fire department organization, management, and resources, and the use of those resources to control various emergencies. (CSU, UC)

FIRE SCI 65 (3)
HAZARDOUS MATERIALS
3 Hrs. Lec.
Recommended Preparation: Completion of or concurrent enrollment in FIRE SCI 60. Introduces the student to the world of hazardous chemicals, including their physical properties, uses in industry, and characteristics when involved in spills, fires, and accidents. Basic information regarding emergency procedures, legal requirements, compliance to regulations, health effects and treatment, and fire department protocols and responsibilities. (CSU, UC)

FIRE SCI 88 (1)
AUTOMATIC EXTRICATION
1 Hr. Lec.
This course provides students with the information and skills necessary to operate within the procedures and systems utilized during an automobile extrication. Subjects covered include: auto extrication size-up; types of incidents; safety precautions; ICS for auto extrication; types of hand and power tools; removing windows; opening doors; removing roofs; pulling steering wheels; moving foot pedals; raising dashboards; pulling seats; stabilization of vehicles; and simulated rescues of trapped victims. (CSU, UC)

FIRE SCI 89A (2)
DRIVER/OPERATOR I A
2 Hrs. Lec.
Recommended Preparation: Completion of FIRE SCI 60 or FIRE SCI 62. A basic course for drivers in the fire protection service which provides the background in general use and operation of pumping and related equipment. (CSU, UC)

FIRE SCI 91 (2)
ARSON INVESTIGATION I
2 Hrs. Lab.
Prerequisite: Present fire fighter status, either paid or volunteer. This course is designed for fire and police arson investigators to successfully carry out responsibilities in arson detection and investigation. (CSU, UC)

FIRE SCI 93 (2)
ARSON INVESTIGATION II
2 Hrs. Lab.
Prerequisite: FIRE SCI 92. This is an advanced arson investigator course for fire and police personnel to successfully carry out responsibilities in arson detection and investigation. (CSU, UC)

FIRE SCI 94A (2)
FIRE COMMAND I A
2.2 Hrs. Lab.
Prerequisite: Present fire fighter status, either paid or volunteer. A course designed to provide Fire Company Officers with information and experience in command and control techniques used in the scene of an emergency. The course emphasizes decision making, the act of commanding, the authority or right to command, the organizational structure, or area under an individual commander, and the planning and training requirements for effective performance as an officer. (CSU, UC)

FIRE SCI 94B (2)
FIRE COMMAND II B
2.2 Hrs. Lab.
Prerequisite: FIRE SCI 94A, present fire fighter status, either paid or volunteer. This course provides instruction in first-in company level decision making and scene management principles for incidents involving chemicals and hazardous materials. Included are Scene Safety Procedures; Evacuation Considerations; and Identification of Materials by Container Size, Shape and Labeling. (CSU, UC)

FIRE SCI 95 (5)
Pipelne TRANSPORTATION EMERGENCIES
5 Hr. Lab.
Course is designed to create emergency support effectiveness in monitoring, controlling, and terminating accidents involving pipeline transportation. (CSU, UC)
FR 1A (2.5) ELEMENTARY FRENCH
2.5 Hrs. Loc.
This course is one-half the content of regular Fr 1 course. Completion of Fr 1A and 1B will be the equivalent of Fr 1 and the total of 5 units. Students must plan for one-half hour of individual language laboratory by arrangement. (CSU) (UC credit limited. See a counselor.)

FR 1B (2.5) ELEMENTARY FRENCH
2.5 Hrs. Loc.
Students must plan for one-half hour of individual language laboratory by arrangement. (CSU) (UC credit limited. See a counselor.)

FR 2 (5) ELEMENTARY FRENCH
5 Hrs. Loc.
Continues the development of all four language skills, emphasizing vocabulary building, increasing fluency and control of correct pronunciation, basic forms and structure. Students must plan for an hour of individual language laboratory by arrangement. (CSU) (UC credit limited. See a counselor.)

FR 2A (2.5) ELEMENTARY FRENCH
2.5 Hrs. Loc.
This course is one-half the content of regular Fr 2 course. Completion of Fr 2A and 2B will be the equivalent of Fr 2 and the total of 5 units. Students must plan for one-half hour of individual language laboratory by arrangement. (CSU) (UC credit limited. See a counselor.)

FR 2B (2.5) ELEMENTARY FRENCH
2.5 Hrs. Loc.
A continuation of Fr 2A. Students must plan for one-half hour of individual language laboratory by arrangement. (CSU) (UC credit limited. See a counselor.)

FR 2H (1) FRENCH HONORS
1 Hr. Loc.
Corequisite: Current enrollment in FR 2. This course will give the student the opportunity to apply and expand his or her French language skills through the reading, analysis, and subsequent discussion of French films and literature texts. Students will learn to state opinions and offer supporting arguments in written form as well as in oral discussions. (CSU)

FR 3 (4) INTERMEDIATE FRENCH
4 Hrs. Loc.
An intermediate course offering review and expansion of grammar and vocabulary learned in Fr 1 and Fr 2. Emphasis on communication and application of knowledge in highly functional life situations. Students must plan for one hour per week of required language laboratory practice by individual study arrangement. (CSU) (UC)

FR 4 (4) INTERMEDIATE FRENCH
4 Hrs. Loc. (CAN FREN 10)
Continuation of Fr 3. An intermediate course emphasizing communication and application of knowledge in highly functional life situations. Students must plan for one hour per week of required language laboratory practice by individual study arrangement. (CSU) (UC)

FR 5 (3) INTERMEDIATE FRENCH READING AND WRITING
3 Hrs. Loc.
Intensive reading and vocabulary development based on cultural and literary materials, including critical analysis and summaries. (CSU) (UC)

FR 10 (3) INTERMEDIATE CONVERSATIONAL FRENCH
3 Hrs. Loc. (CAN FREN 1)
Recommended Preparation: Concurrent enrollment in Fr 3. Practical conversational skills are developed through listening exercises, directed conversations on assigned readings from newspapers and magazines, and student performances. Emphasis on effective use of the language in varied contexts, where French is spoken. Student must plan for an additional hour of individual language laboratory by arrangement. (CSU) (UC)

FR 11 (3) INTERMEDIATE CONVERSATIONAL FRENCH
3 Hrs. Loc. (CAN FREN 4)
Recommended Preparation: Concurrent enrollment in Fr 4. Completion of Fr 10. Student must plan for an additional hour of individual language laboratory by arrangement. (CSU) (UC)

FR 60AB (1-1-1) LANGUAGE LABORATORY
2 Hrs. Lab.
Individualized language laboratory practice with prepared taped materials and texts in the language laboratory. Practice in listening comprehension and pronunciation. Supplementary course for beginning, intermediate, and advanced levels in French. (Note transferable, AA/AS degree only)

GEOG 1 (3) PHYSICAL GEOGRAPHY
3 Hrs. Loc. (CAN GEOG 2)
An introduction to the physical characteristics of the earth. Topics include climate, land forms, natural vegetation, and the water and mineral resources of the earth. (CSU) (UC)

GEOG 2 (3) CULTURAL GEOGRAPHY
3 Hrs. Loc. (CAN GEOG 4)
An introduction to the regions and cultures of the world. Emphasis on the contemporary demographic, linguistic, religious, and economic characteristics of major regions in the world. May be taken before Geog 1. (CSU) (UC)

GERMAN

High School Foreign Language courses may be used for the purpose of placement in college courses and may be counted toward the foreign language requirement in various majors. These high school courses will not count as college credit toward graduation. Contact the IVC Counseling Center for further information.

GEOR 1 (4) ELEMENTARY GERMAN
4 Hrs. Loc. 1 Hr. Lab. (CAN GERMA 2)
Pronunciation, practice in speaking, introduction to reading and writing, basic grammar of the German language. The student must plan for an additional hour of individual language laboratory. (CSU) (UC)

GER 1A (2) ELEMENTARY GERMAN
2 Hrs. Loc. 1/2 Hr. Lab. (CAN GERMA 1)
Beginning course for graded lessons acquainting the student with the basic structure and pronunciation through practice in speaking, writing, and reading. This course is the first half of the first semester of Ger 1A. Completion of Ger 1A and Ger 1B is the equivalent of Ger 1, a total of 4 units. Students must plan for an additional one-half hour of individual language laboratory by arrangement. (CSU) (UC credit limited. See a counselor.)

GER 1B (2) ELEMENTARY GERMAN
2 Hrs. Loc. 1/2 Hr. Lab. (CAN GERMA 2)
Continuation of Ger 1A. Students must plan for one-half hour of individual language laboratory by arrangement. (CSU) (UC credit limited. See a counselor.)

GER 2 (4) ELEMENTARY GERMAN
4 Hrs. Loc. 1 Hr. Lab. (CAN GERMA 4)
An intensive, methodical presentation to develop facility in the skills of listening, comprehension, speaking, reading and writing. German culture and civilization will be introduced. Students must plan for an additional one-half hour of individual language laboratory by arrangement. (CSU) (UC)
GA 23 (G)  
BINDERY, CUTTING AND DISTRIBUTION  
1 Hr. Lec. 2 Hrs. Lab.  
This course offers instruction in finishing operations on printed materials, trays, operation of folding machines, slitting, perforating, and trouble-shooting, training in the operation of bindery equipment, and power cutters, special trimming, trimming of booklet and printed matter, cutting of blank stock, collating machine, stapling and stitching, hole punching, jogging and padding procedures. (CSU)

GA 30 (G)  
GRAPHICS PLANT OPERATION AND MANAGEMENT FUNDAMENTALS  
3 Hrs. Lec. 3 Hrs. Lab.  
A course designed to acquaint the student with all phases of the small printing shop operation. The course emphasis will be on production control, cost control, estimating and quoting, sales and general management techniques used in the day-to-day operation. (CSU)

GA 31 (G)  
PHOTOGRAPHY AND PLATEMAKING  
2 Hrs. Lec. 2 Hrs. Lab.  
Current techniques and equipment in photography and platemaking as final preparation before offset printing. Covers effective use of techniques and materials in darkroom, stripping and platemaking departments. (CSU)
INT 8 (2) MANAGEMENT OF PATIENT SERVICES

1 Hrs. Lect.

"Journey is designed for persons interested in patient services in hospitals, clinics or doctor's offices. Managing the flow of intra and interdepartmental information is presented. Theory of organizational behavior is reviewed and personnel supervision is included. The role of the manager/supervisor is stressed. (Same as Bus 85) (CSU)

HT 11 (3) ADVANCED MEDICAL TRANSCRIPTION

2 Hrs. Lect. 2 Hrs. Lab.

Prerequisites: HT 4/Bus 81 and Anat 6. An advanced course of study in transcribing medical data onto appropriate health facility operations. Upon successful completion of this course, the student should study in transcription is required. Upon completion of this course, the student should be prepared to accept a position as an experienced transcriptionist. (Same as Bus 86) (CSU)

HT 12 (6) PHARMACY TECHNICIAN I

5 Hrs. Lect. 3 Hrs. Lab.

Prerequisites: Math X, HT 3/Bus 80, and Anat 6. The Pharmacy Technician I course is designed to develop knowledge and skill in identifying names, dosages, strengths, and common abbreviations for drugs dispensed from the pharmacy. The student will learn to receive orders for medications, transcribe orders onto pharmacy patient profiles, and type necessary labels. Other technical and clerical functions traditionally carried out by pharmacists will be included. (CSU)

HT 13 (6) PHARMACY TECHNICIAN II

5 Hrs. Lect. 3 Hrs. Lab.

Prerequisites: HT 12. The Pharmacy Technician II course continues to build upon the knowledge and skills learned in HT 12. In addition, the student will learn to facilitate the distribution of Unit Dose medications, keep accurate records, do billing procedures, inventory control, drug purchasing and parenteral admixture operations. Upon successful completion of this course, the student will receive a certificate of completion from Imperial Valley College. (CSU)

HT 17 (1) FIRST AID AND CPR FOR TEACHERS OF YOUNG CHILDREN

1 Hr. Lect.

(Same as ECE 31B) (CSU)

HISTORY

HIST 4B (3) HISTORY OF WESTERN CIVILIZATION

3 Hrs. Lect.

A study of Western civilization from the sixteenth century to the present in which political, economic, social and intellectual changes and developments are stressed. May be taken before Hist 4A. (CSU, UC)

HIST 17A (3) UNITED STATES HISTORY

3 Hrs. Lect.

A survey of the political and social development of the United States from the seventeenth century to 1872. This course and either Hist 17B or Poly Sci 1 will meet graduation requirements in American Institutions. (CSU, UC)

HIST 17B (3) UNITED STATES HISTORY

3 Hrs. Lect.

A survey of the political, social, and economic maturation of the United States from the end of the Civil War to the present. This course and either Hist 17A or Poly Sci 2 will meet graduation requirements in American Institutions. May be taken before Hist 17A. (CSU, UC)

HIST 39 (3) MEXICO AND THE AMERICAN SOUTHWEST

3 Hrs. Lect.

A one-semester survey of Mexico from the early nineteenth century, the independence movement, the Mexican American War and the development of Mexico and the American Southwest in the last century. (CSU, UC)

HIST 53 (3) HISTORY OF IMPERIAL VALLEY

3 Hrs. Lect.

A one semester survey of the history of the Imperial Valley from the earliest times to the present. The course will stress the development of communities, water resources, agriculture, and ethnic groups. (CSU)

HIST 45A (3) COMPARATIVE HISTORY OF THE AMERICAS

3 Hrs. Lect.

Hist 45A and 45B form a comparative history of the western hemisphere from ancient American history to the present, focusing on relationships between Europeans, American Indians, and African-American cultures, institutions, and traditions. Hist 45A deals with pre-Columbian American civilizations, European exploration, and the creation of nations. (CSU)

HIST 45B (3) COMPARATIVE HISTORY OF THE AMERICAS

3 Hrs. Lect.

Hist 45A and 45B form a comparative history of the western hemisphere from ancient American history to the present, focusing on relationships between Europeans, American Indians, and African-American cultures, institutions, and traditions. Hist 45B compares the nations and cultures of the Americas from independence to the present. (CSU)

HIST 59A (3) EARLY WORLD HISTORY

3 Hrs. Lect.

Early World History defines and explains the interconnections of the diverse ancient civilizations that grew in Mesopotamia, Egypt, China, India, the classic West Africa, America and Oceania. A cultural overview to early modern times is included. This course meets the general education requirement for IVC and the California State University System. (CSU)

HIST 508 (3) MODERN WORLD HISTORY

3 Hrs. Lect.

Modern World History deals with the background and development of global society from early modern times to the present. This course emphasizes cultural, social, imperial, and industrial interconnections between Western and non-Western societies. This course meets the general education requirement for IVC and the California State University System. (CSU)

HONORS

HONORS 21 (1-2) HUMANITIES DIVISION HONORS PROGRAM

1-2 Hrs. Lect. (UC credit limited. See a counselor.)

HONORS 22 (1-2) BUSINESS DIVISION HONORS PROGRAM

1-2 Hrs. Lect. (Nontransferable)

HONORS 23 (1-2) SOCIAL SCIENCE DIVISION HONORS PROGRAM

1-2 Hrs. Lect. (UC credit limited. See a counselor.)

HONORS 25 (1-2) AUTOMOTIVE-AGRICULTURAL TECHNOLOGY DIVISION HONORS PROGRAM

1-2 Hrs. Lect. (Nontransferable)

HONORS 26 (1-2) ENGLISH DIVISION HONORS PROGRAM

1-2 Hrs. Lect. (UC credit limited. See a counselor.)

HONORS 27 (1-2) SCIENCE DIVISION HONORS PROGRAM

1-2 Hrs. Lect. (UC credit limited. See a counselor.)

HONORS 28 (1-2) MATHEMATICS-ENGINEERING DIVISION HONORS PROGRAM

1-2 Hrs. Lect. (UC credit limited. See a counselor.)

HONORS 29 (1-2) HEALTH, PHYSICAL EDUCATION AND RECREATION DIVISION HONORS PROGRAM

1-2 Hrs. Lect. (Nontransferable. AAAS degree only)

HONORS 30 (1-4) FIELD STUDY

Lec./Lab. by arrangement

Regular class instruction for honors students in major area of study offered by a division. Interdisciplinary conference with readings, discussion, and reports. Travel to on-site study areas may be required as the student's expense. Special curriculum may be requested by the students and/or instructors, but must be approved by the appropriate division chairperson and the Vice President for Academic Services. (UC credit limited. See a counselor.)

HUMANITIES

HUM 1A (3) THE HUMANITIES IN WESTERN CULTURE

3 Hrs. Lect.

An examination of the Humanities in Western Culture from Prehistoric through the Medieval periods. The course will focus on the art, architecture, literature, music, philosophy, and theology of these periods. (CSU, UC)

HUM 1B (3) THE HUMANITIES IN CULTURE

3 Hrs. Lect.

An examination of the Humanities in Western Culture from the Renaissance through the Modern periods. The course will focus on the art, architecture, literature, music, philosophy, and theology of these periods. (CSU, UC)

HUM 21 (3) THE HISTORY AND APPRECIATION OF DANCE

3 Hrs. Lect.

(Same as PE 63) (CSU)

HUM 23 (3) INTRODUCTION TO THE HUMANITIES

3 Hrs. Lect.

An exploratory course designed to introduce students to the major disciplines in the Humanities: art, architecture, literature, music, reflected in the arts of world cultures. (CSU, UC)

HUM 26 (3) THE HUMANITIES

3 Hrs. Lect.

An advanced course dealing extensively in music, dance, drama, film, visual arts and architecture. Humanistic and interdisciplinary
### Vocational Education

#### Introduction to Counseling

**Course Description:** The course is designed to introduce students to the theory, process, and practice of counseling. It will cover the development of counseling techniques, the development of professional competence, and the development of the student in counseling. The course will provide students with the opportunity to obtain career-related competencies.

**Prerequisite:** Enrollment in the Vocational and Social Science Department.

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#### Employment Services

**Course Description:** The course is designed to provide students with the skills and knowledge necessary to obtain and maintain employment in the field of employment services. The course will cover the development of career-related competencies, the development of professional competence, and the development of the student in counseling.

**Prerequisites:** Enrollment in the Vocational and Social Science Department.

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#### Human Relations

**Course Description:** The course is designed to provide students with the skills and knowledge necessary to obtain and maintain employment in the field of human relations. The course will cover the development of career-related competencies, the development of professional competence, and the development of the student in counseling.

**Prerequisites:** Enrollment in the Vocational and Social Science Department.

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#### HUMAN RELATIONS

**Course Description:** The course is designed to provide students with the skills and knowledge necessary to obtain and maintain employment in the field of human relations. The course will cover the development of career-related competencies, the development of professional competence, and the development of the student in counseling.

**Prerequisites:** Enrollment in the Vocational and Social Science Department.

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#### Vocational Education

**Course Description:** The course is designed to provide students with the skills and knowledge necessary to obtain and maintain employment in the field of vocational education. The course will cover the development of career-related competencies, the development of professional competence, and the development of the student in counseling.

**Prerequisites:** Enrollment in the Vocational and Social Science Department.

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#### Introductions to Counseling

**Course Description:** The course is designed to provide students with the skills and knowledge necessary to obtain and maintain employment in the field of counseling. The course will cover the development of career-related competencies, the development of professional competence, and the development of the student in counseling.

**Prerequisites:** Enrollment in the Vocational and Social Science Department.

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#### Personal and Career Development

**Course Description:** The course is designed to provide students with the skills and knowledge necessary to obtain and maintain employment in the field of personal and career development. The course will cover the development of career-related competencies, the development of professional competence, and the development of the student in counseling.

**Prerequisites:** Enrollment in the Vocational and Social Science Department.

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#### Human Relations

**Course Description:** The course is designed to provide students with the skills and knowledge necessary to obtain and maintain employment in the field of human relations. The course will cover the development of career-related competencies, the development of professional competence, and the development of the student in counseling.

**Prerequisites:** Enrollment in the Vocational and Social Science Department.

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<tr>
<td>HR 11C</td>
<td>Social Science</td>
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#### Employment Services

**Course Description:** The course is designed to provide students with the skills and knowledge necessary to obtain and maintain employment in the field of employment services. The course will cover the development of career-related competencies, the development of professional competence, and the development of the student in counseling.

**Prerequisites:** Enrollment in the Vocational and Social Science Department.

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<th>Course Code</th>
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<td>EMP 11A</td>
<td>Employment Services</td>
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<td>EMP 11B</td>
<td>Vocational Education</td>
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<td>EMP 11C</td>
<td>Social Science</td>
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#### Human Relations

**Course Description:** The course is designed to provide students with the skills and knowledge necessary to obtain and maintain employment in the field of human relations. The course will cover the development of career-related competencies, the development of professional competence, and the development of the student in counseling.

**Prerequisites:** Enrollment in the Vocational and Social Science Department.

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<tr>
<td>HR 11A</td>
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<td>HR 11B</td>
<td>Vocational Education</td>
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<td>HR 11C</td>
<td>Social Science</td>
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#### Vocational Education

**Course Description:** The course is designed to provide students with the skills and knowledge necessary to obtain and maintain employment in the field of vocational education. The course will cover the development of career-related competencies, the development of professional competence, and the development of the student in counseling.

**Prerequisites:** Enrollment in the Vocational and Social Science Department.

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<td>VEC 11C</td>
<td>Human Relations</td>
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LEGAL ASSISTANT
LA 21 (3)
RESEARCH AND CRIMINAL LAW
3 Hrs. LeC.
An introductory course regarding the use of the legal library. Students are taught the research techniques and drafting legal documents. Includes the Penal Code and other criminal statutes and provides an understanding of the elements of crimes and defenses. (CSU)

LA 22 (3)
CIVIL PROCEDURES AND FAMILY LAW
3 Hrs. LeC.
An introductory course in basic civil procedures, court systems, and procedures as they apply to federal, state, and civil laws. Includes topics in family law relative to marriage, community property, dissolution, parent/child relations, and adoption. (CSU)

LA 23 (3)
CIVIL DISCOVERY AND TORTS
3 Hrs. LeC.
A study of the fundamental principles of the law of torts and the examination of the techniques of investigation involved in the examination of the laws of torts, the handling of tort claims, including various forms of lawyer's handling of tort claims, including various forms of evidence and the pleadings. An examination of the rules of evidence and the pleading. Notices to produce, and related rules of discovery and evidence. (CSU)

LA 24 (3)
CORPORATIONS AND BANKRUPTCY
3 Hrs. LeC.
A study of the principles of agency, principal and third parties, formation and management of California corporations, the rights and liabilities of stockholders, and corporate reorganization and liquidation. It includes regulations of state and federal and internal revenue regulations. Students will study corporations and third-party relations, income, deductions, exemptions, and capital gains and losses. It also includes a study of the bankruptcy laws and procedures with topics on creditors' rights, debtors' exemptions, and secured transactions. (CSU)

LA 25 (3)
REAL ESTATE LAW FOR LEGAL ASSISTANTS
3 Hrs. LeC.
A study of the legal background in property ownership, with special reference to the law of California as it applies to real estate. This course includes community property, conveyances, deeds, trusts, mortgages, homesteads, and estates, etc. (CSU)

LA 26 (3)
WILLS - TRUSTS - PROBATE
3 Hrs. LeC.
A study of the fundamental principles of the law of wills and trusts. This course is an introduction to wills and trusts. It includes the application of wills and trusts and provides an understanding of the elements of wills and trusts. (CSU)

LIBRARY TECHNICIAN
LT 51 (3)
INTRODUCTION TO LIBRARY SERVICES
3 Hrs. LeC.
This course is an introduction to libraries and their organization. It is designed for students interested in employment in school, public, or college libraries as library technicians. Basic philosophy, professional tools, and techniques for library routines are emphasized. (CSU)

LT 52 (3)
SUPPORT FOR TECHNICAL SERVICES
3 Hrs. LeC.
Prerequisite: LT 51. An introduction to the various self-serve technical tools in the technical processes of library operation. (CSU)

LT 53 (3)
SUPPORT FOR PUBLIC SERVICES
3 Hrs. LeC.
Prerequisite: LT 51. Library public relations, circulation control systems and location of information through use of card catalogs, indexes, and basic reference books. (CSU)

LT 54 (3)
INTRODUCTION TO AUDIOVISUAL SERVICES
3 Hrs. LeC.
Prerequisite: LT 51. A survey course of the processes necessary for the utilization of audiovisual materials and equipment in the library situation. (CSU)

LT 55 (3)
CATALOGING AND CLASSIFYING
3 Hrs. LeC.
Prerequisite: LT 51 and/or LT 52. A course devoted to the development of the skills and practices needed by library technical assistants in support of the technical services aspects of a library operation. The student learns the theory and philosophy underlying the classification systems used in American libraries, classifies and catalogs books and nonbook materials, and is exposed to a variety of work-experience situations where this knowledge is put to use. (CSU)

MATHEMATICS

New Students
New students are expected to complete the assessment process in math, culminating in the required counseling interview. Placement recommendations for enrollment in math classes will be made at the time of the counseling interview.

Continuing Students
Enrollment in math courses requiring a prerequisite is not allowed unless the prerequisite class is completed with a grade of "C" or better.

MATH A (3)
INTERMEDIATE ALGEBRA
3 Hrs. LeC.
Recommended Preparation: Appropriate placement recommendation or Math X. This one semester course is equivalent to a second year algebra course offered in a one year in high school. Topics covered include the real number system, polynomials, rational expressions, exponential and radical forms, linear and quadratic equations, relations, functions and graphs, systems of equations and inequalities. (Nontransferable, AA/AS degree only)

MATH B (3)
ADVANCED ALGEBRA AND TRIGONOMETRY
5 Hrs. LeC.
Prerequisite: Math A or equivalent. This course is intended for students who need a thorough foundation before attempting calculus. Includes the study of the real number system, exponential, logarithmic, and trigonometric functions, the complex numbers, theory of equations, and systems of equations. (CSU) (UC credit limited. See a counselor.)

MATH C (5)
ANALYTIC GEOMETRY AND CALCULUS
5 Hrs. LeC.
Prerequisite: Math 2 or equivalent. Concepts dealing with limits, continuity, differentiation and applications, integration and applications, exponential and logarithmic functions, and other transcendental functions. (CSU) (UC credit limited. See a counselor.)

MATH D (5)
ANALYTIC GEOMETRY AND CALCULUS
5 Hrs. LeC.
Prerequisite: Math 3A. Concepts dealing with methods of integration, plane analytic geometry, polar coordinates, vectors and parametric equations, and infinite series. (CSU, UC)

MATH E (5)
CALCULUS AND DIFFERENTIAL EQUATIONS
5 Hrs. LeC.
Prerequisite: Math 3B. Concepts dealing with partial differentiation, multiple integration, vector analysis and differential equations. (CSU, UC)

MATH F (5)
ELEMENTARY DIFFERENTIAL EQUATIONS
3 Hrs. LeC.
Prerequisite: Math 3. First order differential equations with applications. Linear differential equations of higher order. Applications of second order differential equations, difference equations with variable coefficients, Laplace transforms. (CSU)
MATH 63 (3) 
INTRODUCTION TO LINEAR ALGEBRA WITH APPLICATIONS
Hrs. Lab.
Prerequisite: Math 3A. A first course in linear algebra intended for students majoring in mathematics, the physical sciences, engineering or business. Topics included are: systems of linear equations, matrices and determinants, vector spaces, linear transformations, eigenvalues and eigenvectors, and selected applications. (CSU, UC)

A. 3

MATH 10A (3) 
CAN MATH 4
DIFFERENTIAL EQUATIONS
Hrs. Lab.
Prerequisite: Math A. Recommended for students who are working towards a teaching credential in elementary education. Topics discussed are differential and difference equations, growth and decay models, first-order linear differential equations, and systems of linear equations and selected applications. (CSU, UC)

B. 3

MATH 10B (3) 
DIFFERENTIAL EQUATIONS
Hrs. Lab.
Prerequisite: Math 10A. Math 10B may be taken before Math 6A. Recommended for students who are working towards a teaching credential in elementary education. Topics discussed are differential and difference equations, growth and decay models, first-order linear differential equations, and systems of linear equations and selected applications. (CSU, UC)

C. 3

MATH 12 (3) 
(CAN STAT 2) 
INTRODUCTORY STATISTICS WITH APPLICATIONS
3 Hrs. Lab.
Recommended Preparation: Eng 1A or Eng 11. Prerequisite: Math A. Graphical representation of statistical data, calculations and use of various averages, measures of variability, introduction to probability, probability distributions, confidence intervals, sample size determination and hypothesis testing, ANOVA, linear regression and Chi-square analysis. (Same as Bus 26/Psych 13) (CSU, UC)

D. 3

MATH 15 (4) 
(CAN MATH 34) 
INTRODUCTORY CALCULUS WITH APPLICATIONS
4 Hrs. Lab.
Prerequisite: Math A. To prepare for courses for which calculus is recommended and/or required. To study the ideas and concepts of advanced mathematics as applied to a modern computerized society. Topics covered include precalculus concepts, functions, differentiation, integration, differential equations, and functions of several variables. (Same as Bus 15) (CSU) (UC credit limited. See a counselor.)

E. 4

MATH 47 (3) 
PROGRAMMING IN FORTH
3 Hrs. Lab.
Recommended Preparation: Math A. A practical course covering the fundamentals of FORTH Programming Language as adapted to a variety of different applications. (Same as CS 14) (CSU) (UC credit limited. See a counselor.)

F. 3
MUS 20A (3) HISTORY AND LITERATURE OF MUSIC
1 Hr. Lec.
An introduction to the historical development of music with a study of various types of music from stylistic periods as a medium of cultural expression. Intended as a background toward further studies in music for the music major and person interested in a thorough background for enjoying music. (CSU, UC)

MUS 20B (3) HISTORY AND LITERATURE OF MUSIC
3 Hrs. Lec.
A continuation of Mus 20A. (CSU, UC)

MUS 21ABCD (1-1-1-1) BRASS, WOODWIND AND PERCUSSION METHODS
1 Hr. Lec. 1 Hr. Lab.
in-depth study and performance of literature for brass, woodwind, string, and percussion instruments. (CSU) (UC credit limited. See a counselor.)

MUS 25ABC (1-1-1) STAGE BAND
2 Hrs. Lec. 1 Hr. Lab.
A performance ensemble specializing in the literature of the stage and jazz band traditions. The students will be provided an ensemble experience necessary for developing and refining improvisation techniques as well as performance practices appropriate to jazz, rock, blues, and swing music traditions. (CSU) (UC credit limited. See a counselor.)

MUS 26ABCD (1-1-1-1) REHEARSAL AND PERFORMANCE
3 Hrs. Lab.
Enrollment contingent upon participation in campus major musical production. Maximum credit, 1 unit per semester for four productions. (CSU) (UC credit limited. See a counselor.)

MUS 27ABCD (1-1-1-1) CONCERT BAND
2 Hrs. Lec. 1 Hr. Lab.
A performance organization specializing in literature for the wind band. Students will be afforded the opportunity to develop the highest levels of musical skills and understand the necessary for developing ensembles. Scheduled public performances are open to the public at the discretion of the department. (CSU) (UC credit limited. See a counselor.)

MUS 28ABCD (1-1-1-1) COLLEGE-COMMUNITY CHORUS
2 Hrs. Lec. 1 Hr. Lab.
Open to all students who have an interest in learning to sing and who enjoy music. Breath control, tone placement, articulation and production. Rehearsal, performance and study of choral literature. Introduction to music theory as a means of learning to read music. Introduction to music theory as a means of learning to read music. (CSU) (UC credit limited. See a counselor.)

MUS 29ABCD (1-1-1-1)

ESTUDEINTANIA

STAGEBAND
2 Hrs. Lec. 1 Hr. Lab.
Open to all students, particularly those of Mexican background and culture, who wish to perform music stemming from the tradition of "chante" and "tan," developed during the Renaissance in Spain's large and "true," cultural influence. For singers and instrumentalists playing a laud, guitarron, guitarrones, guitar, marimba, string bass, tambourine. (CSU) (UC credit limited. See a counselor.)

MUS 30ABCD (1-1-1-1)

INTRODUCTION TO MUSIC LITERATURE AND LISTENING
3 Hrs. Lec.
An introduction to music literature with emphasis on the listening and performance of selected works to create an awareness of the major forms of music literature. Emphasis placed on the skills and understanding necessary for lifelong music listening experience. (CSU, UC)

MUS 31ABCD (1-1-1-1) INTRODUCTION TO TWENTIETH-CENTURY MUSIC
3 Hrs. Lec.
An introduction to contemporary music. Students will study twentieth-century art music, country western, and popular music with an emphasis on the social and artistic factors that influence the development of each. (CSU, UC)

MUS 32ABCD (1-1-1-1) APPLIED MUSIC
1 Hr. Lec. 3 Hrs. Lab. to be arranged
A course is designed to provide students with a concentrated sequence of private instruction in music within a specific area of performance. One semester meeting per week on campus, in performing medium. One section meeting per week on weekends in performing medium. Students must add private instruction and be registered in the music major. As required conditions, the student must be a music major. Students must be able to perform at a satisfactory level. (CSU) (UC credit limited. See a counselor.)

MUS 33ABCD (1-1-1-1) SYMPHONY ORCHESTRA
2 Hrs. Lec. 1 Hr. Lab.
The study and performance of literature for full symphony orchestra in a wide variety of styles. Performances in local communities and on campus are required. (CSU)

MUS 34ABCD (1-1-1-1) PEP BAND
4 Hrs. Lab.
This course will provide music students with an understanding of the ways music fills symbolic and ceremonial needs of society. Students will perform in a variety of musical organizations. (CSU)

MUS 64ABCD (1-1-1-1) COLLEGE-COMMUNITY BAND
2 Hrs. Lec. 1 Hr. Lab.
A performance organization specializing in a wide range of literature for the wind band. The primary objective will be to provide the continuing music performing experiences needed by community adults, music educators, and advanced high school students. (CSU) (UC credit limited. See a counselor.)

MUSIC

NAT SCI 51 (3)
SURVEY OF THE EARTH SCIENCES
3 Hrs. Lec.
A junior-senior general education course to acquaint the student with some of the principles of the earth sciences including sections on astrology, meteorology, oceanography, geology, and physical geography. Not open to students with credit in Geog 1, Geog 2, Geol 1A, or Astron 1. (Nontransferable, AA/AS degree only)

NURSING

Imperial Valley College offers a career ladder nursing program. Students entering the program currently have two options:

1. Vocational Nurse - the student is eligible to write the state board examination for licensure as a vocational nurse upon successful completion of the designated prerequisites and Semesters I, II, III and IV of the nursing curriculum as outlined on page 119 of the catalog.

2. Associate Degree Nurse - the student is eligible to write the state board examination for licensure as a registered nurse upon successful completion of the designated prerequisites and Semesters I, II, III and IV of the nursing curriculum as outlined on page 119 of the catalog.

Students who complete the Vocational Nurse requirements, including prerequisites and general education courses, will be granted a Certificate of Completion from the college. Students who complete the total program, including prerequisites and general education courses, will be granted an Associate in Science degree in Nursing from the college.

The Imperial Valley College Nursing Program is fully accredited by the California Board of Registered Nursing and the Board of Vocational Nurse and Psychiatric Technician Examiners.

Admission to the Program

All applicants who have not completed the academic prerequisites with a grade of "C" or better and are in good health are eligible for admission. Admission requirements for beginning students are as follows:

1. Graduation from an accredited high school or the equivalent.
2. Admission to the college.
3. Completion of Eng 1A, Eng 11, and Math X.
4. A minimum GPA of 2.0 in all prerequisite course work.
5. Prior to the beginning nursing classes, students are expected to have a physical examination which includes a tuberculosis skin test, X-ray when needed, and current immunizations. Forms and information are available in the Nursing Office.

Students are responsible for prerequisite requirements for general education courses. Transportation to class and to clinical laboratory is the responsibility of the student.

Application Procedure

1. Apply for admission to the college.

2. Make an appointment with the counselor to take the college placement tests in Math and English.

3. Submit two transcripts from high school and previous college work. Send one copy to the college admission office and one to the nursing office.

4. Apply for admission to the nursing program.

Students will be admitted to the program each semester. Applications will be accepted until March 1 prior to Fall admission and until August 1 for Spring admission. All students will be notified by mail approximately six weeks later.

Advanced Placement

Applicants who have had previous nursing education or nursing work experience in the following areas will be considered for advanced placement:

1. Accredited Vocational or Practical Nursing Program
2. Nurse's Aide or nonaccredited Practical Nursing Program
3. Accredited Professional Nursing Courses
4. Accredited Psychiatric Technician Courses
5. Armed Services Nursing Courses
6. Certified Nurse Assistant Courses

Eligibility for transfer/challenge credit and/or advanced placement is determined on an individual basis by the Division of Nursing. Courses in natural sciences, taken within five years, that meet program requirements will be accepted. Behavioral and social sciences courses will be evaluated for recency on an individual basis.

Licensed Vocational Nurses who seek advanced placement in the registered nurse curriculum have two alternatives: 1. complete the degree program, or 2. complete selected courses which meet the California Board of Registered Nurses thirty (30) unit option requirements. Specific details are available in the Nursing Office. Preference will be given to those applicants who have completed applications on file in the Nursing Office two months prior to starting nursing courses.

Licensed Vocational Nurses who have completed the Imperial Valley College Nursing Program may, after one year of employment as an LVN, complete the general requirements for Registered Nurse and then enroll in the fourth semester nursing courses. Specific details regarding transition from Vocational Nurse status to Registered Nurse status are available in the Nursing Office.

Progression Policies

1. The required nursing and general education courses outlined on pages 119 and 120 of the catalog must be taken in the semester listed. Students may take some or all general education courses before entering the program but may not complete them later than the semester indicated on those pages of the catalog. The Nursing Department's English and Math requirements must be met prior to graduation.

2. A grade point average of 2.0 must be maintained in every course required by the nursing curriculum. A student who makes a grade lower than a 2.0 in any course required by the nursing program must repeat the course.
Required courses in Microbiology and Anatomy/Physiology are more than five years previous to enrollment must be retaken. Other courses are evaluated on an individual basis.

Nursing courses may be repeated one time. If a student is successful a second time, he/she must contact the Director of the College of Education and Health Technologies who will evaluate the student's academic record and, with the student, will develop a plan of remediation.

1 Nursing (NS) classes except NS 2C are nine-week classes. NS 1A is a four-week class. Students are expected to spend at least 40 hours per week working on the course.

S 1A (R) (4) INTRODUCTION TO PATIENT CARE I 4 hrs. Lec. 6 Hrs. Lab.
Prequisite: HT 1, Anat 1, Psych 1A, admission to the Nursing Program. Theory and skills related to the provision of safe nursing care are introduced in the classroom and the skills laboratory. Components of the nursing process are studied. Parameters of health are defined and the physical and psychological needs of the normal individual are evaluated. (CSU)

S 1B (R) (4) INTRODUCTION TO PATIENT CARE II 4 hrs. Lec. 6 Hrs. Lab.
Prequisite: HT 1, Anat 1, Psych 1A, admission to the Nursing Program. Theory and skills related to the provision of safe nursing care are introduced in the classroom and the skills laboratory. Components of the nursing process are studied. Parameters of health are defined and the physical and psychological needs of the normal individual are evaluated. (CSU)

S 2A (R) (5.5) THE MATERNITY CYCLE 5.5 hrs. Lec. 9 Hrs. Lab.
Prequisite: NS 1B (R), NS 2B (R), NS 1C (R) or permission of the instructor. The normal and pathologic processes that affect pregnancy are studied. Concepts are related to the planning and implementation of nursing care. Concurrent clinical experiences are provided. (CSU)

S 2B (R) (5.5) COMMON HEALTH PROBLEMS I 5.5 hrs. Lec. 9 Hrs. Lab.
Prequisite: NS 1B (R) and NS 1C (R) or permission of the instructor. The first of three nine-week courses designed to provide a progressive and sequential study of common, well-defined health problems of the respiratory, reproductive and special senses systems as they are presented in this classroom. Concurrent clinical experiences are provided. (CSU)

NS 1C (R) (1.5) PHARMACOLOGY I 1.5 hrs. Lec.
Prequisite: Admission to the Nursing Program or permission of the instructor. An introductory course in Pharmacology designed to assist the student to acquire basic skills in drug dosage calculations and the administration of medications. A skills laboratory requirement is included. Application will be integrated into Nursing 1B (R). (CSU)

NS 1C (Y) (1.5) PHARMACOLOGY II 1.5 hrs. Lec.
Prequisite: Admission to the Nursing Program or permission of the instructor. An introductory course in Pharmacology designed to assist the student to acquire basic skills in drug dosage calculations and the administration of medications. A skills laboratory requirement is included. Application will be integrated into Nursing 1B (R). (CSU)

NS 2C (R) (2) PHARMACOLOGY II 2 Hrs. Lec.
Prequisite: NS 1B (R), NS 1C (R) or permission of the instructor. This course focuses on those components of pharmacology related to safe nursing care related to the effects, actions, and therapeutic use of each drug. The nursing and medication rationale for nursing actions are covered. Clinical application is integrated into the clinical nursing courses. (CSU)

NS 2D (Y) (2) COMMON HEALTH PROBLEMS II 2 hrs. Lec. 12 Hrs. Lab.
Prequisite: NS 1B (V), NS 1C (V) or permission of the instructor. This course focuses on those components of pharmacology related to safe nursing care. It includes information about the general classification of drugs and principles of therapy related to the effects, actions, and therapeutic use of each drug. The nursing and medication rationale for nursing actions are covered. Clinical application is integrated into the clinical nursing courses. (CSU)

NS 3A (R) (6.5) COMMON HEALTH PROBLEMS II 6.5 hrs. Lec. 12 Hrs. Lab.
Prequisite: NS 2A (R), NS 2B (R), NS 2C (R), NS 3C (R), NS 3A (V), or permission of the instructor. The final nine-week course designed to provide a progressive and sequential study of common, well-defined health problems is presented in Nursing 3B. The concepts from previous courses are applied with increasing complexity to the caring of individuals throughout the lifespan. The pharmacology, treatment, and nursing management of common diseases and the physical and psychological needs of the normal individual are presented. Clinical application is integrated into NS 3A (R), NS 3B (R) and all subsequent nursing courses. (CSU)

NS 3C (Y) (4) PATIENT CARE MANAGEMENT I 4 hrs. Lec.
Prequisite: NS 2B (R) or permission of the instructor. To be taken concurrent with NS 2A (R). An overview of the leadership and management process as it relates to management of patient care is provided. Clinical application is integrated into NS 3A (R), NS 3B (R) and all subsequent nursing courses. (CSU)

NS 4A (R) (4.5) COMMON HEALTH PROBLEMS IV 4.5 hrs. Lec. 7.5 Hrs. Lab.
Prequisite: NS 4B (R), NS 4C (R) or permission of the instructor. This course is concerned with an individual's response to stress and disorders, and the rehabilitation of chronic disorders is presented in an in-depth study of patients with increasingly complex health problems. Concepts from previous courses are applied with increasing complexity to the caring of individuals throughout the lifespan. The pharmacology, treatment, and nursing management of common diseases and the physical and psychological needs of the normal individual are presented. Clinical application is integrated into NS 3A (R), NS 3B (R) and all subsequent nursing courses. (CSU)

NS 4B (R) (4.5) ADVANCED NURSING 4 hrs. Lec. 7.5 Hrs. Lab.
Prequisite: NS 3A (R), NS 3B (R) or permission of the instructor. This course is concerned with an individual's response to stress and disorders, and the rehabilitation of chronic disorders is presented in an in-depth study of patients with increasingly complex health problems. Concepts from previous courses are applied with increasing complexity to the caring of individuals throughout the lifespan. The pharmacology, treatment, and nursing management of common diseases and the physical and psychological needs of the normal individual are presented. Clinical application is integrated into NS 3A (R), NS 3B (R) and all subsequent nursing courses. (CSU)
Nursing Continuing Education

Registered Nursing

Prospective students are advised to check with the college previous to each semester concerning continuing education courses to be offered. New courses are offered periodically as community health agency and health personnel needs are identified. An enrollment fee will be charged. All courses have been approved by the California Board of Vocational Nurse and Psychiatric Technician Examiners, 1111 K St., Suite 400, Sacramento, CA 95814. Students are advised to check with their health agency concerning the acceptance of the course.

RN 37 (1) BASIC ARRHYTHMIA RECOGNITION

1 Hr. Lect.
Prerequisite: Permission of the instructor. A basic program using a systematic approach to interpretation and recognition of cardiac rhythms in the monitored hospital patient and the appropriate treatment and/or nursing intervention required. Self-paced for the ICU/CICU nurse or a nurse assistant, beginning cardiopulmonary technician, the med/surg nurse who cares for the patient on telemetry, or for inactive nurses who wish to update their knowledge and maintain their competency. (Same as HA/RN 37) (CSU)

RN 40 (2) INTRAVENOUS THERAPY TECHNIQUE

2 Hrs. Lect.
Prerequisite: Permission of the instructor. A course of instruction in intravenous therapy which includes fluid solutions of electrolytes, nutrients, vitamins, blood and blood products. (Same as VN 40) (CSU)

RN 41 (3) PHYSICAL ASSESSMENT SKILLS

3 Hrs. Lect.
Prerequisite: Permission of the instructor. Class is limited to fifteen (15) students. This course is designed to delineate assessment parameters and variations common to the adult patient. Students will be given the opportunity to learn how to make rapid, accurate patient assessments. They will identify and discuss common findings, observe assessment techniques and do return demonstrations. Individuals who wish to improve their physical assessment skills are the focus of this course. (CSU)

Vocational Nursing

Prospective students are advised to check with the college previous to each semester concerning continuing education courses to be offered. New courses are offered periodically as community health agency and health personnel needs are identified. An enrollment fee will be charged. All courses have been approved by the California Board of Vocational Nurse and Psychiatric Technician Examiners, 1111 K St., Suite 400, Sacramento, CA 95814. Students are advised to check with their health agency concerning the acceptance of the course.

VN 37 (1) BASIC ARRHYTHMIA RECOGNITION

1 Hr. Lect. (Same as HA/RN 37) (CSU)

VN 40 (2) INTRAVENOUS THERAPY TECHNIQUE

2 Hrs. Lect. (Same as RN 40) (CSU)

Graduates of Hospital Diploma Schools of Nursing

The A.S. Degree will be awarded to graduates of hospital diploma schools of nursing who meet all of the following criteria and complete the following program:

Criteria

1. Graduate of a state-approved accredited hospital school of nursing which had a curriculum covering the five basic areas of nursing (medicine, surgery, obstetrics, pediatrics, psychology).
2. Present California Registered Nurse License.
3. Present enrollment at Imperial Valley College.

Program to Be Completed

Blanket credit for previous nursing course work: 40 Units (Corresponds to number of RN course units in IVC Associate Degree Nursing Program.)

General Education courses to meet college requirements for graduation: 20 Units

(For those students who have not met the above requirements, but are in the planning stages of entering the program, contact the Nursing Program to discuss possibilities.)
**PHYSICAL EDUCATION**

Unless exempt, each student is required by district policy to schedule one activity course each semester. A student may take A-B-C-D sections of the same course, but not in the same semester.

**PE 1 (2)**

**PHYSICAL EDUCATION ACTIVITY — MILITARY SERVICE**

Prerequisite: The satisfactory completion of basic or recruit training and 180 days or more active service in the military of the United States of America. The student wishing credit for military service must present his/her DD214 or equivalent supporting documentation to the Veteran Assistant and register for the credit. If the student has not completed the necessary service for his/her credit and does not submit verification of service, his/her credit will be dropped as a No-Show and will not receive credit. PE 1 does not count for units toward VA, Financial Aid, or full-time student status. These are not contact hours. May receive credit only once. (CSU)

**PE 24ABCD (1-1-1-1)**

**SOFTBALL, COED**

2 Hrs. Lab.

This course is designed to emphasize the fundamentals, knowledge of rules, coaching techniques, and basic knowledge of the game of softball. (CSU) (UC credit limited. See a counselor.)

**PE 21ABCD (2-2-2-2)**

**ADVANCED SPORTS ACTIVITY, COED**

1 Hr. Lab. 2 Hrs. Lab.

Recommended Preparation: Prior competitive background. This course is designed for students with previous experience in the sports of volleyball, softball, and basketball. The course will cover the basic fundamentals as well as advanced team strategies found in competitive situations. A minimum of fifteen hours per semester for each student is required in outside activities such as community sports and recreational programs. (CSU) (UC credit limited. See a counselor.)

**PE 22ABCD (1-1-1-1)**

**RACQUETBALL AND BADMINTON, COED**

2 Hrs. Lab.

Instruction and development of the handball skills. Presentation of singles and doubles play, including basic shots and strategy. (CSU) (UC credit limited. See a counselor.)

**PE 23ABCD (1-1-1-1)**

**BASKETBALL FOR WOMEN**

2 Hrs. Lab.

Designed for women students interested in basketball. To offer basic and advanced fundamentals, team play, and strategy (CSU) (UC credit limited. See a counselor.)

**PE 24ABCD (1-1-1-1)**

**BASKETBALL FOR MEN**

2 Hrs. Lab.

An introduction to the fundamental skills and strategy of the game. Rules and class competition are included in the course. (CSU) (UC credit limited. See a counselor.)

**PE 25ABCD (2-2-2-2)**

**LIFETIME EXERCISE SCIENCE**

1 Hr. Lab. 2 Hrs. Lab.

This course is designed to emphasize a comprehensive understanding of the entire scope of the fitness for life process. The student will be equipped to assess their present fitness status; with the ability to write a personalized fitness program; and engage in that fitness program. The course will focus on five areas: cardiovascular endurance, weight control, strength, flexibility, and relaxation.
26ABCD (1-1-1-1) JDEER DANCE, COED

Hrs. Lab. Yicipation and instruction in rhythmic fundamentals, factors used to movement, movement fundamentals and dance skills, active activity, and evaluation. Designed to develop the student's ability to use expressive body movements in a creative art form. Includes individual dance sketches and small group dance. (CSU) (UC credit limited. See a counselor.)

27ABCD (1-1-1-1) EJIGIBILITY

Tile in the Eligibility Handbook for athletics will also apply. Students trying to participate. (CSU) (UC credit limited. See a counselor.)

28ABCD (2-2-2-2) ANCE THEATER, COED

Hrs. Lab. 1 Hr. by arrangement. Performance group presenting all forms of dance and related arts. A minimum of five outside performances required each semester. Meets physical education activity requirement. (CSU) (UC credit limited. See a counselor.)

29ABCD (1-1-1-1) AZZ DANCE, COED

Hrs. Lab. Study of syncopated movement. (CSU) (UC credit limited. See a counselor.)

30ABCD (2-2-2-2) KONG AND CHIEFER

Hrs. Lab. Practice and performance class for songleaders and cheerleaders. Satisfies physical education activity class requirement. (CSU)

32ABCD (2-2-2-2) INTERCOLLEGIATE BASKETBALL AND P.E.

Hours to be arranged Eligibility will be determined by Conference rules; IVC guidelines in the AS Handbook for athletics will also apply. Theory and practice of basketball. Limited to students trying out for varsity team. The student must schedule for a minimum of 10 hours per week. (CSU) (UC credit limited. See a counselor.)

34ABCD (2-2-2-2) INTERCOLLEGIATE BASEBALL AND P.E.

Hours to be arranged Eligibility will be determined by Conference rules; IVC guidelines in the AS Handbook for athletics will also apply. Theory and practice of baseball. Limited to students trying out for varsity team. The student must schedule for a minimum of 10 hours per week. (CSU) (UC credit limited. See a counselor.)

38AB (2-2) INTERCOLLEGIATE TENNIS AND P.E.

Hours to be arranged Eligibility will be determined by Conference rules; IVC guidelines in the AS Handbook for athletics will also apply. Open to both men and women. (CSU) (UC credit limited. See a counselor.)

40ABCD (2-2-2-2) Synchronization SWIMMING

4 Hrs. Lab. Synchronized swimming is the concept of swimming as an art form. The swimmer executes movements in time with music as a solo performer or in time with other swimmers. (CSU) (UC credit limited. See a counselor.)

41AB (2-2) INTERCOLLEGIATE VOLLEYBALL AND P.E.

Hours to be arranged Eligibility will be determined by Conference rules; IVC guidelines in the AS Handbook for athletics will also apply. Theory and practice of soccer. Limited to students trying out for varsity team. The student must schedule for a minimum of 10 hours per week. (CSU) (UC credit limited. See a counselor.)

42AB (2-2) INTERCOLLEGIATE SOCCER AND P.E.

Hours to be arranged Eligibility will be determined by Conference rules; IVC guidelines in the AS Handbook for athletics will also apply. Theory and practice of soccer. Limited to students trying out for varsity team. The student must schedule for a minimum of 10 hours per week. (CSU) (UC credit limited. See a counselor.)

43AB (2-2) INTERCOLLEGIATE SOFTBALL AND P.E.

Hours to be arranged Eligibility will be determined by Conference rules; IVC guidelines in the AS Handbook for athletics will also apply. Theory and practice of women's softball. Limited to students trying out for varsity team. The student must schedule for a minimum of 10 hours per week. (CSU) (UC credit limited. See a counselor.)

44ABCD (1-1-1-1) SKYLINE BASEBALL

2 Hrs. Lab. A study of the art of self-defense through boxing, wrestling and elements of martial arts as it relates to self-defense. (CSU) (UC credit limited. See a counselor.)

45ABCD (1-1-1-1) INDIVIDUAL SPORTS FOR THE PHYSICALLY LIMITED

2 Hrs. Lab. This course is designed to promote individual skill development for the physically limited student. (CSU) (UC credit limited. See a counselor.)

46ABCD (1-1-1-1) GROUP SPORTS FOR THE PHYSICALLY LIMITED

2 Hrs. Lab. This course is designed to broaden the physically limited student's awareness of group activities and develop a willingness to participate. (CSU) (UC credit limited. See a counselor.)

50 (2) INTRODUCTION TO PHYSICAL EDUCATION

2 Hrs. Lab. Principles and organization of physical education and areas of specialization within the field. (CSU) (UC credit limited. See a counselor.)

51 (2) STRUCTURING INTRAMURALS

1 Hr. Lab. 2 Hrs. Lab. Recommended Preparation: Basic knowledge and/or experience in competitive sports and recreational games. The course is designed to provide students experience in structuring various types of sports and recreation tournaments through assisting in the IVC intramural program. (CSU)

52AB (2-2) THEORY OF BASEBALL

2 Hrs. Lab. A history of the game, knowledge of rules, current and possible future trends in the game, coaching techniques, and scouting. Recommended for physical education majors, potential coaches, and recreation majors. (CSU) (UC credit limited. See a counselor.)

53AB (2-2) THEORY OF BASKETBALL, COED

2 Hrs. Lab. This course is designed for physical education majors, recreation majors, and potential coaches. Coaching techniques and theories, history, rules, and current and possible future trends in the game will be offered. (CSU) (UC credit limited. See a counselor.)

54AB (2-2) THEORY OF VOLLEYBALL

2 Hrs. Lab. This course is recommended for physical education majors, recreation majors, and potential coaches. History of the game, rules, coaching techniques, offensive and defensive strategies, practice organization, and possible future trends in volleyball will be offered. (CSU)

55AB (2) THEORY OF SOFTBALL

2 Hrs. Lab. This course is recommended for physical education majors, recreation majors, and potential coaches. History of the game, rules, coaching techniques, offensive and defensive strategies, practice organization, and possible future trends in softball will be offered. (CSU)

56 (2) CARE AND PREVENTION OF ATHLETIC INJURIES

2 Hrs. Lab. This course is designed for the coach, coach-trainer, physical education and recreation student. Emphasizes the screening and conditioning of athletes, prevention, care and treatment of athletic injuries. Includes techniques of applying supportive materials, rehabilitation of injuries, and use of therapeutic modalities. Organization of a new athletic training program. (CSU, UC)

58 (2) PSYCHOLOGY OF COACHING

2 Hrs. Lab. A course covering all the aspects of the psychology of coaching. Includes certain guides to show how teaching and learning relationship of meaningful learning to successful athletic coaching. (CSU) (UC credit limited. See a counselor.)

9AAB (3-3) SPORTS OFFICiating, MEN

2 Hrs. Lab. 3 Hrs. Lab. Theory and practice in the techniques of officiating in highly organized games and sports such as basketball, football, wrestling, three hours per week to officiate at elementary schools. (CSU) (UC credit limited. See a counselor.)

60AB (3-3) SPORTS OFFICiating, WOMEN

2 Hrs. Lab. 3 Hrs. Lab. To familiarize prospective physical education majors and minors with the rules of team and individual sports for women. (CSU) (UC credit limited. See a counselor.)

61 (3) PHYSICAL EDUCATION IN THE ELEMENTAL SCHOOL

3 Hrs. Lab. This course is designed to prepare the elementary school teacher to teach the whole child through physical education. (CSU)

62AB (3-3) PHYSICAL EDUCATION FOR SPECIAL OLYMPICS

2 Hrs. Lab. 2 Hrs. Lab. plus 2 Hrs. Lab. A course designed to train college students to condition and/or prepare retarded persons for competition in Special Olympics. (CSU) (UC credit limited. See a counselor.)

63 (3) THE HISTORY AND APPRECIATION OF DANCE

3 Hrs. Lab. Preadaptation of dance in western civilization. Dance as art, therapy, ritual and social discourse. Analysis of dance in film, video, and live performance. Appreciation for artistic intent, technique and style. (Same as Hum 21) (CSU)

PHYSICS

PHYS 4A (5) (CAN PHYS 8)

GENERAL PHYSICS

3 Hrs. Lab. 4 Hrs. Lab. Prerequisite: Credit for or concurrent enrollment in Math 3A. This course is designed to give an understanding of the fundamental principles of physics in the areas of mechanics. (CSU) (UC credit limited. See a counselor.)

PHYS 4B (5) (CAN PHYS 12)

GENERAL PHYSICS

3 Hrs. Lab. 4 Hrs. Lab. Prerequisites: Phys 4A and credit or concurrent enrollment in Math 3B. This course is designed to give an understanding of the fundamental principles of physics in the areas of electricity,
magnetism, atomic, and nuclear physics. (CSU) (UC credit limited. See a counselor.)

PHYS 4C (5) (CAN PHYS 14) GENERAL PHYSICS 3 Hrs. Lec. 4 Hrs. Lab. Prerequisites: Phys 4A and credit or concurrent enrollment in Math 3B. This course is designed to give an understanding of the fundamental principles of physics in the areas of waves, heat, light, relativity, quantum mechanics and atomic physics. (CSU) (UC credit limited. See a counselor.)

PHYS 10 (4) (CAN PHYS 2) INTRODUCTION TO PHYSICS FOR HEALTH PROFESSIONS 3 Hrs. Lec. 3 Hrs. Lab. Elementary mechanics, fluids, sound, electricity, and optics. For students requiring physics for health professions. Does not apply toward a major in general science or physical science. (CSU)

PHYSIO (4) (CAN BIOL 12) HUMAN PHYSIOLOGY 2 Hrs. Lec. 6 Hrs. Lab. Prerequisite: One year each of high school chemistry and biology or one semester each at the college level. The functions of the human body; emphasis on the circulatory, muscular, and nervous system. (CSU) (UC credit limited. See a counselor.)

PIPEFITTING
The following course has been developed as a part of a four-year apprenticeship program. Additional courses are in the process of being prepared. Applications should be directed to San Diego County Pipefitter Joint Apprenticeship Committee, 3901 Center Street, San Diego, CA. For additional information contact the Dean of Vocational Education.

PIPEF 38 (2) TIG WELDING 1.5 Hrs. Lec. 1.5 Hrs. Lab. This course is designed to provide the apprentice with a working knowledge of the welding process known as TIG. (Nontransferable, nondegree applicable)

PLUMBING
The following courses have been developed as part of a four-year apprenticeship program. Additional courses are in the process of being prepared. Applications should be directed to San Diego County Plumbing Joint Apprenticeship Committee, 3901 Center Street, San Diego, CA. For additional information contact the Dean of Vocational Education.

PLUMB 10 (5) PIPE TRADES ORGANIZATION 3 Hrs. Lec. This course will provide an introduction to industry and is designed to provide the apprentice with a working knowledge of the use and care of tools and piping materials. (Nontransferable, nondegree applicable)

POLITICAL SCIENCE

POLY SCI 1 (3) INTRODUCTION TO POLITICAL SCIENCE 3 Hrs. Lec. An introduction to the theories, principles, and problems of modern political life and the methods of studying and acquiring political knowledge. Illustrative materials drawn primarily from the American experience. This course and either Poly Sci 2 or Hist 17A will meet graduation requirements in American Institutions. (CSU, UC)

POLY SCI 2 (3) (CAN GOVT 2) AMERICAN GOVERNMENT AND POLITICS 3 Hrs. Lec. The origin, development and operation of local, state and national political institutions within the United States emphasizing the contemporary functions of the American political system. This course and either Poly Sci 1 or Hist 17B will meet graduation requirements in American Institutions. May be taken before Poly Sci 1. (CSU, UC)

POLY SCI 3 (3) COMPARATIVE POLITICS 3 Hrs. Lec. The origin, development and operation of local, state and national political institutions within the United States emphasizing the contemporary functions of the American political system. This course and either Poly Sci 1 or Hist 17B will meet graduation requirements in American Institutions. May be taken before Poly Sci 1. (CSU, UC)

POLY SCI 14 (3) INTRODUCTION TO INTERNATIONAL RELATIONS 3 Hrs. Lec. An introductory course stressing the techniques of analysis of the basic factors making for conflict and adjustment in contemporary international relations. Emphasis on nationalism and imperialism, elements of national power, causes of war, methods of achieving peace, the role of international organizations, and the foreign policies of the major powers will be considered. Emphasis will be upon contemporary developments. (CSU, UC)

POWER PLANT

PP 1 (4) INTRODUCTION TO POWER PLANT OPERATIONS 3 Hrs. Lec. 2 Hrs. Lab. This course has been designed as an introduction to power plant operations. This course will help the student to build a comprehensive and concise knowledge base of power plant equipment and operations practices. The topics included in this course are Commonalities of Electrical Power Plants, Vessels and Tanks, Pumps, Valves, Lubrication, Turbines, and Operator Awareness. (CSU)

PP 2 (4) POWER PLANT INSTRUMENTATION, CONTROL AND ELECTRICAL 3 Hrs. Lec. 2 Hrs. Lab. Prerequisite: PP 1 preferred. This course has been designed to give the student a comprehensive and concise knowledge base of instrumentation, control and electricity as they apply to the operation of electrical power plants. The topics included in this course are Instrumentation and Control, Piping, Protection, Basic Electricity, Electrical Equipment and Transmission. (CSU)

PSYCH 4 (3) PSYCHOLOGY OF HUMAN SEXUALITY 3 Hrs. Lec. A study of the psychology of Human Sexuality. Includes anatomy and physiology of sexual functions, sexual dysfunctions, sexual transmitted diseases, infertility, contemporary sexual attitudes and behaviors, sexual deviations, and controversies and implications for the individual and the society. (CSU, UC)

PSYCH 5 (3) PSYCHOLOGY OF EFFECTIVE BEHAVIOR 3 Hrs. Lec. A survey of some of the relevant psychological facts, principles and concepts involved in the experience and problems of everyday living. An experimental approach, including emphasis upon effective behavioral alternatives in parenting, interpersonal relations, values clarification, methods for successful study, and the art of taking responsibility for one's own life. (CSU)

PSYCH 6 (3) CURRENT ISSUES IN PSYCHOLOGY 3 Hrs. Lec. Recommended Preparation: Psych 1A and Eng 12B. A detailed examination of recent research and publications in the areas of psychology as a science, the biological bases of behavior, psychological bases and psychological disorders and therapeutic processes. An up-to-date examination of selected topics in the field of psychology. (CSU)

PSYCH 8 (3) PERSONAL AND CAREER DEVELOPMENT 3 Hrs. Lec. (Same as HR 8) (CSU)

PSYCH 8A (1) PERSONAL AND CAREER DEVELOPMENT 1 Hr. Lec. (Same as HR 8A) (CSU)

PSYCH 8B (1) PERSONAL AND CAREER DEVELOPMENT 1 Hr. Lec. (Same as HR 8B) (CSU)

PSYCH 9 (3) INTRODUCTION TO COUNSELING 3 Hrs. Lec. (Same as ADJS/HR 9) (CSU)

PSYCH 11A (3) PRACTICUM 1 Hr. Lec. 6 Hrs. Lab. field experience per week (Same as ADJS/HR 11A) (CSU)

PSYCH 11B (3) PRACTICUM 1 Hr. Lec. 6 Hrs. Lab. field experience per week (Same as ADJS/HR 11B) (CSU)
of meaning, self-concept and social identity, group behavior and group membership, and how personality and behavior are influenced by psychology.

Social Psychology

An experimental investigation of the dynamics of interpersonal relationships, communication skills, perception of self and others, and self-professional workers with illegal drug use as well as legal drug use, contributing to drug use; societal influence (peer group and the psychological perspective.

RECREATION

INTRODUCTION TO LEISURE

CRISIS INTERVENTION AND REFERRAL TECHNIQUES

This course will meet the graduation requirement in American institutions at Imperial Valley College, but is offered to students with credit in Hist 17AB or Poly Sci 1. 2.

SOCIOLOGY

INTRODUCTORY SOCIOLOGY

CONTEMPORARY SOCIAL PROBLEMS

SOCIOL 49

COMPUTERS AND SOCIETY

A general course designed to acquaint students with computers and their related social issues, such as: robotics, computer crime.
SPANISH

h) School Foreign language courses may be used for the purpose placement in the college courses and may be counted toward satisfying the foreign language requirement in various majors. These courses will not count as college credit toward graduation. Contact the IVC Counseling Center for further information.

e last year course taken by a student in the high school language sequence may be repeated in college for graduation credit, not to exceed five units of repeated foreign language work. Students with good grades in high school language credit are strongly advised to see the instructor before enrolling.

students who have recently studied Spanish for three years in high school are recommended to take the third semester of the college level course.

SPAN 1 (5)

SPANISH 1

1.5 Hrs. Lec.

Prerequisites: The student must be able to speak and read English. Not open to students with foreign language credit.

A continuation of Span 1 with the main emphasis on the imperfect, preterit, and present perfect tenses for both regular and irregular verbs. (CSU, UC)

SPAN 2 (5)

SPANISH 2

2.5 Hrs. Lec.

This course is one-half the content of the regular Span 2 course. Completion of the Span 2A and 2B sequence is the equivalent of Span 2 for a total of 5 units. A continuation of Span 1 or Span 1B. (UC credit limited. See a counselor.)

SPAN 3 (5)

INTERMEDIATE SPANISH

5 Hrs. Lec.

Prerequisite: The student must be able to speak and read English. The student can be successful in Span 3 only after having achieved all of the minimal performance objectives specified for both Span 1 and 2. Either a recent course in Span 2 or a recent 3-year high school Spanish course with good retention should enable the student to succeed in Span 3. A continuation of Span 2 covering the uses of all Spanish tenses with special emphasis on the subjunctive and imperative modes. (CSU UC credit limited. See a counselor.)

SPAN 4 (5)

INTERMEDIATE SPANISH

5 Hrs. Lec.

A course designed to give the student a basic ability in everyday Spanish. The course will emphasize vocabulary building, conversational skills, listening and comprehension, and culture. (CSU UC credit limited. See a counselor.)

SPAN 5A (5-2.5)

BEGINNING CONVERSATIONAL SPANISH AND CULTURE

2.5 Hrs. Lec.

A course designed to give the student a basic ability in everyday Spanish. The course will emphasize vocabulary building, conversational skills, listening and comprehension, and culture. (CSU UC credit limited. See a counselor.)

SPAN 20A (5)

BILINGUAL SPANISH

5 Hrs. Lec.

Prerequisite: Spanish speaking fluency, native or near-native or 3 years of high school Spanish. The course is designed to develop in the student the four basic language skills of listening, speaking, reading, and writing with a constant comparison between Spanish and English usage. Emphasis will be on the indicative tense: present, preterit, imperfect, and future. These skills will be explored through reading in the contemporary culture of Spain, Latin America, and the Spanish-speaking communities in the United States-Mexican, Cuban, Puerto Rican, and Sephardic. (CSU UC credit limited. See a counselor.)

SPAN 20B (5)

BILINGUAL SPANISH

5 Hrs. Lec.

Completion of Span 20A. Emphasis on the conditional and the subjunctive forms. (CSU UC credit limited. See a counselor.)

SPAN 23 (3)

BILINGUAL ORAL SPANISH

3 Hrs. Lec.

An intensive course in oral Spanish for students who have learned Spanish as a native language. It is intended for students who may read well and have good grammar but need more practice in oral structures. This course will include a brief grammar review and discussion of relevant everyday topics of social concern. Concurrent enrollment in Span 20B is recommended, but not required. (CSU UC credit limited. See a counselor.)

SPAN 25 (3)

INTRODUCTION TO SPANISH AMERICAN LITERATURE

3 Hrs. Lec.

Introductory survey of representative movements, authors, and works of Spanish American literature from the Spanish Discovery to the present. Course conducted in Spanish. (CSU, UC)

SPAN 26 (3)

INTRODUCTION TO TRANSLATION AND INTERPRETATION

2 Hrs. Lec. 2 Hrs. Lab.

This course is designed to give students an introduction to theory and practice in translating and interpreting. There will be intensive vocabulary building and ear-training exercises; extensive and intensive reading on current events; cross-cultural training and research on career possibilities in these areas. (CSU)

SPAN 28A (3)

THE MEXICAN AMERICAN IN LITERATURE

3 Hrs. Lec. (Same as Eng 46A) (CSU, UC)

SPAN 28B (3)

THE MEXICAN AMERICAN IN LITERATURE

3 Hrs. Lec. (Same as Eng 46B) (CSU, UC)

SPAN 42 (3)

INTRODUCTION TO MEXICAN AMERICAN STUDIES

3 Hrs. Lec.

An interdisciplinary survey of the historical role, culture, values, and artistic contributions of the Mexican Americans to the United States. From 1836 to the present. Course conducted in English. (CSU, UC)

SPAN 60ABC (1-1-1)

LANGUAGE LABORATORY

2 Hrs. Lab.

Individualized language laboratory practice with prepared taped materials and texts in the language laboratory. Practice in listening comprehension and pronunciation. Supplementary course for beginning, intermediate, and advanced levels in Spanish. (Nontransferable, AA/AS degree only)

SPECIAL STUDIES

SPECIAL STUDIES 51 or 81 (1-3)

VOCATIONAL EDUCATION

Hours by arrangement

SPECIAL STUDIES 52 or 82 (1-3)

HUMANITIES

Hours by arrangement

SPECIAL STUDIES 53 or 83 (1-3)

ENGLISH

Hours by arrangement

SPECIAL STUDIES 54 or 84 (1-3)

NATURAL SCIENCE

Hours by arrangement

SPECIAL STUDIES 55 or 85 (1-3)

SOCIAL SCIENCE

Hours by arrangement

SPECIAL STUDIES 56 or 86 (1-3)

BUSINESS

Hours by arrangement

SPECIAL STUDIES 57 or 87 (1-3)

HEALTH, PHYSICAL EDUCATION AND RECREATION

Hours by arrangement

SPECIAL STUDIES 51-87

COURSE DESCRIPTION

Course content, prerequisites, and unit credit to be determined by the Division and the Office of Instruction in relation to community student interest and available staff. Not offered every semester. Courses numbered 52-55 are (CSU UC credit limited. See a counselor.) Courses numbered 51, 56 and 57 are (CSU). Courses numbered 81-87 are (Nontransferable, nondegree applicable).

SPECIAL STUDIES - NONCREDIT

SPECIAL STUDIES 58

SUPERVISED TUTORING

An individualized course of study in any discipline using materials available in 1B in the Learning Center. (Nontransferable, nondegree applicable)
WATER TREATMENT TECHNOLOGY

T 2 (4) WATER TREATMENT PLANT OPERATOR I

Hrs. Lect. 6

Prerequisite: WT 1. Study of fresh-water treatment plant safety, xen and manganese control, fluoridation, softening, demineralization, handling and disposal of process wastes, instrumentation, maintenance, administration, drinking water regulations, and plant sanitation and math. (CSU, UC)

VT 6 (3) COMPUTATIONAL PROCEDURES FOR TREATMENT PLANT OPERATOR I

Hrs. Lect. 4

This course is designed to give water and waste water treatment operators a general knowledge of basic mathematics as applied to operations. The subjects covered are: calculation of treatment plant problems; fractions; decimals; percentages; ratio; proportions; averages; areas; volumes; metric system conversions; and estimation. (CSU)

WELD 34 (3) INERT GAS SHIELDED ARC WELDING

2 Hrs. Lab. 3 Hrs. Lect. Theory, practice and application of tungsten-inert-gas processes on aluminum, stainless steel, mild steel, and other exotic metals. (CSU)

WELD 36A (5) ADVANCED WELDING

3 Hrs. Lect. 6 Hrs. Lab. Prerequisite: WELD 31A. A concentrated course in shielded metal arc welding. The student develops further welding skill to a professional entry level. Includes a review of oxy-acetylene cutting and safety. (CSU)

WELD 36B (5) ADVANCED WELDING

3 Hrs. Lect. 6 Hrs. Lab. Prerequisite: WELD 36A. Emphasis is on skill development for shielded metal arc welding of pipe and heavy structural plate. Gas metal arc welding process is included to further enhance the welder's abilities. Advanced processes for shielded metal arc welding, gas metal arc welding, and oxy-acetylene welding are presented in all phases of the class. (CSU)

WELD 36C (5) ADVANCED WELDING - WELDER CERTIFICATION AND BLUEPRINT READING

3 Hrs. Lab. 6 Hrs. Lect. Prerequisite: WELD 36B. Emphasis is on welding operator certification testing. This course is for the experienced welder and for the student completing the final phase of the Welding Technology Program. A detailed study of blueprint reading is included to further develop the welder's abilities. (CSU)

WELD 38 (2) SHEET METAL FUNDAMENTALS

1 Hr. Lab. 2 Hrs. Lect. Theory and practice in the fundamentals of planning, layout, pattern development and fabrication of flat sheet metal into useful products. (CSU)

WELD 75 (3) BASIC SHOP SKILLS

3 Hrs. Lect. (Same as Amt/Auto Tech 75) (Nontransferable, AA/AS degree only)

COOPERATIVE WORK EXPERIENCE

Cooperative Work Experience is a program of on-the-job learning experiences for students placed in a job setting. It is an approved program with goals and activities formulated with industry under the direction of the College Work Experience Coordinator and instructors assigned to teach work experience. Employers provide work locations (work stations) and on-the-job training which has educational value for the students. The college provides the instructional component, class facilities and personnel to coordinate the program. Sixteen units of work experience education may be allowed toward graduation with the Associate Degree.

There are two kinds of Work Experience as outlined.

Occupational Work Experience is a program for students who are in a vocational major or certificate program.

General Work Experience is a program for students in any major and need not be related to a vocational major.

Employment may be on or off campus; the student may or may not receive pay. The Cooperative Education Coordinator will assist the students in obtaining job placements.

OCCUPATIONAL, COOPERATIVE WORK EXPERIENCE

The Occupational Cooperative Work Experience Program is designed to coordinate on-the-job training and classroom instruction. Supervised employment is related to the occupational goal of the individual student. Employment may be on or off campus; the student may or may not receive pay. The Cooperative Education Coordinator will assist students in obtaining jobs.

Student qualifications: In order to participate in cooperative work experience education, students shall meet the following requirements:

1. Be a legal indentured or certified apprentice.
2. Complete no less than seven units (summer session, one course) including cooperative work experience education.
3. Have approval of the Cooperative Work Experience Education Coordinator.
4. Have occupational or education goals to which, in the opinion of the Coordinator, the cooperative work experience will contribute.
5. Pursue a planned program of cooperative work experience education which, in the opinion of the Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during the previous employment.

A maximum of sixteen units may be earned in occupational cooperative work experience, not to exceed four units each semester.

GENERAL WORK EXPERIENCE

The General Cooperative Work Experience Education Program is designed to give job information and experience to those students employed in jobs not related to coursework in school. Employment may be on or off campus; the student may or may not receive pay. The Cooperative Education Coordinator will assist students in obtaining jobs.

Student qualifications: In order to participate in Cooperative Work Experience Education, students shall meet the following requirements:

1. Complete no less than seven units (summer session, one course) including Cooperative Work Experience Education.
2. Have approval of the Cooperative Work Experience Education Coordinator.
MAJORS

Generally, 18 units of specified course work will satisfy the requirement for the major. However, some majors will require more than 18 units. Please note the specified number of required units at the beginning of each major description.

The following definitions apply to the major descriptions shown in this catalog:

1. Required courses are the specific courses which must be taken to fulfill the requirements in an area of study.

2. Acceptable courses are those from which the student may select in order to meet the total units required. The total number of units from the required course list, plus the number of units selected by the student from the acceptable course list, must equal at least the total unit count required for the major.

3. Courses recommended as electives are beyond the major’s requirements. These courses are suggested only, and selection from this list depends upon the student’s individual desire and the total number of electives available within his/her own program.

Students may satisfy the major requirements in the following fields of study:

ADMINISTRATION OF JUSTICE

Twenty-one units required for the major

I. Required courses for the major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adm Jas 21</td>
<td>Intro to the Admin of Justice</td>
<td>3</td>
</tr>
<tr>
<td>Adm Jas 23</td>
<td>Police</td>
<td>3</td>
</tr>
<tr>
<td>Adm Jas 25</td>
<td>Legal Aspects of Evidence</td>
<td>3</td>
</tr>
<tr>
<td>Adm Jas 26</td>
<td>Prin &amp; Proc of the Justice System</td>
<td>3</td>
</tr>
<tr>
<td>Adm Jas 28</td>
<td>Police Community Relations</td>
<td>3</td>
</tr>
</tbody>
</table>

II. Acceptable courses for the major (6 units from the following courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adm Jas 30</td>
<td>Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Adm Jas 31</td>
<td>Concepts of Probation &amp; Parole</td>
<td>3</td>
</tr>
<tr>
<td>Adm Jas 32</td>
<td>Police Field Operations</td>
<td>3</td>
</tr>
<tr>
<td>Adm Jas 33</td>
<td>Traffic Control &amp; Vehicle Code</td>
<td>3</td>
</tr>
<tr>
<td>Adm Jas 34</td>
<td>Criminal Investigation</td>
<td>3</td>
</tr>
<tr>
<td>Adm Jas 35</td>
<td>Juvenile Control</td>
<td>3</td>
</tr>
<tr>
<td>Adm Jas 36</td>
<td>Traffic Accident Investigation &amp; Reporting</td>
<td>3</td>
</tr>
<tr>
<td>Adm Jas 37</td>
<td>Wildlife Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>Adm Jas 38</td>
<td>Report Writing for Administration</td>
<td>3</td>
</tr>
<tr>
<td>Adm Jas 41</td>
<td>Arrest &amp; Firearms, Reserve Officer Level III</td>
<td>3.5</td>
</tr>
</tbody>
</table>

III. Recommended as electives (do not fulfill major requirements)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adm Jas 40</td>
<td>Advanced Officers Course</td>
<td>4.5</td>
</tr>
<tr>
<td>Adm Jas 42</td>
<td>Arrest</td>
<td>2.2</td>
</tr>
<tr>
<td>Adm Jas 45</td>
<td>Reserve Officers Level II</td>
<td>5</td>
</tr>
<tr>
<td>Adm Jas 44</td>
<td>Reserve Officers Level I</td>
<td>4</td>
</tr>
<tr>
<td>Adm Jas 45</td>
<td>Peace Officer Reserve Academy</td>
<td>9</td>
</tr>
</tbody>
</table>

ADMINISTRATIVE ASSISTANT

Twenty-five units and skill levels required for the major

I. Required courses for the major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 1A</td>
<td>Prin of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Bus 5</td>
<td>Bus &amp; the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>Bus/HR 7</td>
<td>Human Relations in Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 29B</td>
<td>Word Processing</td>
<td>2</td>
</tr>
<tr>
<td>Bus 30</td>
<td>Adv Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>Bus 39</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>Bus 42</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Intro to Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

II. Required skill level for the major

Keyboarding skill level 60 wpm (Bus 25AB, Keyboarding Speed & Accuracy may be obtained in this speed level.) Shorthand skill level 70 wpm (Take Bus 31ABC, Shorthand Theory & Speedbuilding, or arrange for a test through the Business Division.)

NOTES: It is highly recommended that Econ 1 & Econ 2 be taken as general education requirements. Major covers general knowledge domains currently included in the Certified Professional Secretary examination.

AGRICULTURAL BUSINESS MANAGEMENT/TRANSFER

The Agricultural Business Management major is the application of business concepts to the agricultural industry and emphasizes training in management for careers in agriculture. These careers may include the management and operation of farms as well as the management of firms that supply the service to farms and by those engaged in processing, marketing, distribution, and sales of farm products.

Twenty-four units required for the major

I. Required courses for the major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 22</td>
<td>Intro to Agricultural Economics</td>
<td>3</td>
</tr>
<tr>
<td>Ag 25/Bus 3</td>
<td>Ag Business Management</td>
<td>3</td>
</tr>
<tr>
<td>Ag 26</td>
<td>Agricultural Bus Organization</td>
<td>3</td>
</tr>
<tr>
<td>Ag 27</td>
<td>Ag Sales &amp; SVC Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>Econ 1</td>
<td>Principles of Economics</td>
<td>3</td>
</tr>
</tbody>
</table>

II. Acceptable courses for the major (select a minimum of 6 units)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 15</td>
<td>Pesticide Safety</td>
<td>1</td>
</tr>
<tr>
<td>Ag 20</td>
<td>Animal Science</td>
<td>3</td>
</tr>
</tbody>
</table>
AGRICULTURAL ENGINEERING TECHNOLOGY

The Agricultural Science major deals with the application of the various principles of the biological and physical sciences to agriculture. The course offerings are fundamental in scope so that students can prepare for transfer or one of the hundreds of opportunities in the Agricultural Science or Soil Science.

Twenty-six units required for the major

I. Required courses for the major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 20</td>
<td>Animal Science</td>
<td>3</td>
</tr>
<tr>
<td>Ag 40*</td>
<td>Feeding &amp; Feeding</td>
<td>3</td>
</tr>
<tr>
<td>Ag 42</td>
<td>Food &amp; Fiber in a Changing World</td>
<td>3</td>
</tr>
<tr>
<td>Ag 28</td>
<td>Intro to Crop Science</td>
<td>3</td>
</tr>
<tr>
<td>Ag 35/AT 57</td>
<td>Basic Welding</td>
<td>5</td>
</tr>
</tbody>
</table>

II. Acceptable courses for the major (select a minimum of 9 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 14</td>
<td>Entomology</td>
<td>3</td>
</tr>
<tr>
<td>Ag 21*</td>
<td>Feeding &amp; Feeding</td>
<td>3</td>
</tr>
<tr>
<td>Ag 30</td>
<td>World</td>
<td>3</td>
</tr>
<tr>
<td>Ag 32*</td>
<td>Irrigation &amp; Drainage</td>
<td>3</td>
</tr>
<tr>
<td>Ag 41*</td>
<td>Fertilizers</td>
<td>4</td>
</tr>
<tr>
<td>Ag 43</td>
<td>Field &amp; Cereal Crops</td>
<td>4</td>
</tr>
<tr>
<td>Ag 45*</td>
<td>Vegetable Production</td>
<td>3</td>
</tr>
<tr>
<td>Chem 2A/PP3</td>
<td>Introduction to Chemistry</td>
<td>4</td>
</tr>
</tbody>
</table>

ALCOHOL AND DRUG STUDIES

Twenty-seven units required for the major

I. Required courses for the major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS/Psyh/</td>
<td>HR 9 Introduction to Counseling</td>
<td>3</td>
</tr>
<tr>
<td>ADS/Psyh/</td>
<td>HR 11A &amp; 11B Practicum</td>
<td>3</td>
</tr>
<tr>
<td>ADS/Social</td>
<td>15 Social &amp; Psychological Dynamics of Drug Use</td>
<td>3</td>
</tr>
<tr>
<td>ADS/Social</td>
<td>50 Human Svc in a Changing Society</td>
<td>3</td>
</tr>
<tr>
<td>ADS 51</td>
<td>Alcoholism: Intervnetion, Treatment &amp; Recovery</td>
<td>3</td>
</tr>
<tr>
<td>ADS 52</td>
<td>Physiological Effects of Alcohol &amp; Drug Use</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum of 6 units from any two of the following courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS/Psyh/53</td>
<td>Group Leadership &amp; Group Process</td>
<td>3</td>
</tr>
<tr>
<td>ADS 54</td>
<td>Family Counseling Approach to Alcohol &amp; Drug Abuse</td>
<td>3</td>
</tr>
<tr>
<td>ADS/Psyh/55</td>
<td>Crisis Intervention &amp; Referral Techniques</td>
<td>3</td>
</tr>
<tr>
<td>ADS 56</td>
<td>Program Management Techniques</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum of 3 units from any of the following

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADS/10</td>
<td>Sociology of Minority Groups</td>
<td>3</td>
</tr>
<tr>
<td>ADS 7ABC</td>
<td>Current Issues in Substance Abuse</td>
<td>1-3</td>
</tr>
</tbody>
</table>

II. Recommended courses (do not fulfill major requirements)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psy 3</td>
<td>Psychology of Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>Psy 4</td>
<td>Psychology of Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>Psy/HR 16</td>
<td>The Psychology of Interpersonal</td>
<td>3</td>
</tr>
<tr>
<td>Psy 30</td>
<td>Psychology of Adolescence</td>
<td>3</td>
</tr>
<tr>
<td>Psy 35</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Soc 33</td>
<td>Marriage and the Family</td>
<td>3</td>
</tr>
</tbody>
</table>

ANTHROPOLOGY

Twenty-seven units required for the major

I. Required courses for the major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthro 1</td>
<td>Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 2</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 3A</td>
<td>Intro to Arch Site Surveying</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 3B</td>
<td>Intro to Arch Excavations</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthro 4</td>
<td>California Indians</td>
<td>3</td>
</tr>
<tr>
<td>Geog 1</td>
<td>Physical Geography</td>
<td>3</td>
</tr>
</tbody>
</table>

II. Acceptable courses for the major (minimum of 9 units required from the following courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthro 3C</td>
<td>Advanced Arch Survey</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 3D</td>
<td>Advanced Arch Excavations</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 6</td>
<td>Indians of North America</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 8</td>
<td>Indians of the Southwest</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 16A</td>
<td>Prehistoric Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 16B</td>
<td>Adv Prehistoric Ceramics</td>
<td>3</td>
</tr>
</tbody>
</table>

ART

Twenty-four units required for the major

I. Required courses for the major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 20A*</td>
<td>Drawing</td>
<td>3</td>
</tr>
<tr>
<td>Art 20B</td>
<td>Drawing</td>
<td>3</td>
</tr>
<tr>
<td>Art 22A</td>
<td>Design</td>
<td>3</td>
</tr>
<tr>
<td>Art 3A</td>
<td>History &amp; Appre of Art</td>
<td>3</td>
</tr>
<tr>
<td>Art 3B</td>
<td>History &amp; Appre of Art</td>
<td>3</td>
</tr>
</tbody>
</table>

II. Acceptable courses for the major (select a minimum of 9 units from the following courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 4</td>
<td>History &amp; Appre of Mod Art</td>
<td>3</td>
</tr>
<tr>
<td>Art 5</td>
<td>Women Artists</td>
<td>3</td>
</tr>
<tr>
<td>Art 18A</td>
<td>Watercolor Painting</td>
<td>3</td>
</tr>
<tr>
<td>Art 21A</td>
<td>Painting</td>
<td>3</td>
</tr>
<tr>
<td>Art 21B</td>
<td>Painting</td>
<td>3</td>
</tr>
<tr>
<td>Art 22B</td>
<td>Design</td>
<td>3</td>
</tr>
<tr>
<td>Art 23A</td>
<td>Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>Art 23B</td>
<td>Ceramics</td>
<td>3</td>
</tr>
<tr>
<td>Art 25A</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>Art 25B</td>
<td>Life Drawing</td>
<td>3</td>
</tr>
<tr>
<td>Art 30A</td>
<td>Beginning Sculpture</td>
<td>3</td>
</tr>
<tr>
<td>Art 34ABC</td>
<td>Gallery Display</td>
<td>3</td>
</tr>
<tr>
<td>Art 41</td>
<td>Art Fund for Educators</td>
<td>3</td>
</tr>
<tr>
<td>Art 50A</td>
<td>Advertising/Graphic Design</td>
<td>3</td>
</tr>
</tbody>
</table>

*Should be taken first semester, if possible, to allow for sequence of Art 20B, Art 21A, and Art 25A.

AUTOMOTIVE BODY REPAIR AND PAINTING

Twenty-eight units required for the major

I. Required courses for the major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Body 70</td>
<td>Auto Body Repairing &amp; Painting</td>
<td>5</td>
</tr>
<tr>
<td>Auto Body 71</td>
<td>Auto Body Repair &amp; Paint</td>
<td>5</td>
</tr>
<tr>
<td>Auto Body 72</td>
<td>Auto &amp; Light Truck Major</td>
<td>5</td>
</tr>
<tr>
<td>Auto Body 73</td>
<td>Auto Body Custom Refinishing</td>
<td>5</td>
</tr>
<tr>
<td>Auto Tech 53</td>
<td>Brakes &amp; Suspension</td>
<td>5</td>
</tr>
<tr>
<td>Weld 31</td>
<td>Basic Welding</td>
<td>5</td>
</tr>
</tbody>
</table>

II. Acceptable courses for the major (select a minimum of 9 units)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 5</td>
<td>Auto &amp; Light Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>Bus 42</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Econ 1</td>
<td>Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>Sp 1</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

BANKING - ADMINISTRATIVE SERVICES

Twenty-three units required for the major

I. Required courses for the major

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 1A</td>
<td>Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Bus 1B</td>
<td>Principles of Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Bus 6</td>
<td>Mgmt Concepts of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>Bus/HR 7</td>
<td>Human Relations in Mgmt</td>
<td>3</td>
</tr>
</tbody>
</table>

II. Acceptable courses for the major (minimum of 9 units required from the following courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 5</td>
<td>Auto &amp; Light Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>Bus 42</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Econ 1</td>
<td>Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>Sp 1</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>
**BANKING - CREDIT ADMINISTRATION**

- by-three units for the major
- Required courses for the major
  - Bus 1A: Principles of Financial Accounting .... 4
  - Bus 1B: Principles of Managerial Accounting ... 4
  - Bus 5: Business & the Legal Environment ....... 3
  - Bus/HR 7: Human Relations in Mgmt .......... 3
  - Bus 42: Business Communications .............. 3
  - Econ 1: Principles of Economics .............. 3
  - Sp 1: Oral Communication .......................... 3

**BANKING - GENERAL OPERATIONS**

- my-one unit required for the major
- Required courses for the major
  - Bus 5: Business & the Legal Environment ...... 3
  - Bus 10: Practical Accounting **............... 3
  - Bus 23: Machine Calculation .................. 3
  - Bus 29B: Word Processing 2* .................. 3
  - Bus 40HT: Grammar & Usage .................. 3

**Minimum skill level 40 wpm required to qualify for major.**

**Basic requirements for all majors:**

- Bus 1A will be substituted if student has completed one year of g/h school bookkeeping.
- **Designated for bank tellers, file clerks, bookkeepers, etc. Not intended for secretarial staff members.**

**BANKING - SECRETARIAL**

- Twenty-four units required for the major
  - I. Required courses for the major
    - Bus 5: Business & the Legal Environment ...... 3
    - Bus 29B: Word Processing 2* .................. 3
    - Bus 31AC: Shorthand Theory-Speedبدبل ** ........ 3-5
    - Bus 40HT 2 OR: Grammar & Usage ............. 3
    - Bus 41 OR: Essay in Business Correspondence .... 3
    - Bus 42: Business Communications .............. 3
  - II. Acceptable courses for the major (6 units from the following courses)
    - Sp 1: Oral Communication .......................... 3
    - Bus/HR 7: Human Relations in Mgmt .......... 3
    - Bus 23: Machine Calculation .................. 3
    - Bus 39: Office Procedures ..................... 3
    - CIS 1: Intro to Information Systems .......... 3

**BEHAVIORAL SCIENCE**

- The requirement for a major in Behavioral Science may be satisfied by taking 18 units from the following list. Three units in each discipline are recommended. No more than 12 units may be taken in any discipline.

**I. Required courses for the major**

- Anthropo 1: Physical Anthropology .............. 3
- Anthropo 2: Cultural Anthropology .............. 3

**Psychology**

- Psych 1A: Intro to Psychology ................. 3
- Psych 2B: Biological Psychology ............... 3
- Psych 3: Psychology of Adjustment ........... 3
- Psych 4: Psych of Human Sexuality .......... 3
- Psych 5: Psych of Effective Behavior ....... 3
- Psych 13B: Bus/26/Math 12: Introductory Statistics with Applications ................. 3
- Psych 14: Abnormal Psychology .................. 3
- Psych/HR 16: The Psychology of Interpersonal Relationships .......... 3
- Psych/Social 17: Social Psychology ............ 3
- Psych/ECR 20: Develop Psych of Children .... 3
- Psych/ECR 22: Adv Devel Psych & Observation .... 3
- PL 1: Understanding Excep Students ........... 3
- Psych 30: Psychology of Adolescence .......... 3
- Psych 35: Develop Psych: Conception to Death .... 3

**Sociology**

- Sociol 1: Introductory Sociology ............... 3
- Sociol 1: Contemp Social Problems ............. 3
- Sociol/ADS 10: Sociology of Minority Groups ........ 3
- Sociol/Psych 17: Social Psychology .......... 3
- Sociol/Adm 3: Criminology ....................... 3
- Sociol 33: Marriage & the Family .............. 3

**II. Recommended as electives (do not fulfill major requirements)**

- Bus 3: Principles of Biological Science ....... 4
- Psych 6: Current Issues in Psychology .......... 3
- Psych/ADS 1: Social & Psychological Drug Use ........ 3
- Psych 18: Research in Psychology .............. 3
- ECE 21: Early Child Social: Children, Family & Community ........ 3

**Transfer students planning to major in these disciplines should take the IVC General Major and complete requirements listed in the catalog of the school to which they anticipate transferring.**

**BUSINESS OFFICE TECHNOLOGIES: ACCOUNTING TECHNICIAN**

- Twenty-five units and skill level required for the major

**I. Required courses for the major**

- Bus 10: Practical Accounting .................. 3
- Bus 23: Machine Calculation .................. 3
- Bus 24: Records Management ................. 3
- Bus 29A: Word Processing 1 .................. 3
- CIS 1: Intro to Information Systems ........ 3
- CIS 22: Microcomputer Accounting .......... 3
- CIS 35A: Spreadsheet: Lotus 123 ........... 3
- CIS 35B: Spreadsheet: Lotus 123 ........... 3
- WOCC 80AD*: Work Exp & Coord Class ....... 3
- WOCC 80AD#: Occupational Work Exp ...... 3-3-3

**It is recommended that the work experience courses be taken after completion of at least 12 units in the major.**

**II. Required skill levels for the major**

- Shorthand skill level 70 wpm. (A repeat of Bus 31ABC may be helpful in obtaining this speed level.) Keyboarding skill level 60 wpm. (Bus 25AB, Keyboarding Speed & Accuracy may be helpful in obtaining this speed level.)

**BUSINESS OFFICE TECHNOLOGIES: OFFICE TECHNICIAN**

- Twenty-nine units and skill level required for the major

**I. Required courses for the major**

- Bus 23: Machine Calculation .................. 3
- Bus 24: Records Management ................. 3
- Bus 29A: Word Processing 1 .................. 3
- Bus 29B: Word Processing 2 .................. 3
- Bus 30: Adv Word Processing .................. 3
- Bus 39: Office Procedures ..................... 3
- Bus 40HT 2: Grammar & Usage ............... 3
- Bus 41 OR: Essentials in Bus Corresp ....... 3
- Bus 42: Business Communications ............ 3
- WOCC 80AD*: Work Exp & Coord Class ....... 3
- WOCC 80AD#: Occupational Work Exp ...... 3-3-3

**It is recommended that the work experience courses be taken after completion of at least 12 units in the major.**

**II. Acceptable courses for the major (select 3 units)**

- Bus 1A: Principles of Financial Accounting .... 4
- Bus 1B: Principles of Managerial Accounting .... 4
- Bus 2: Intro to Business ....................... 3
- Bus 25 Ag: Business Concepts ................. 3
- Bus 4: Principles of Marketing ............... 3
- Bus 5: Business & the Legal Environment .... 3
- Bus 39: Office Procedures ..................... 3

**III. Required skill level for the major**

- Keyboarding skill level 40 wpm. (Bus 25AB, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

**BUSINESS OFFICE TECHNOLOGIES: ADMINISTRATIVE SECRETARY**

- Twenty-nine units and skill level required for the major

**I. Required courses for the major**

- Bus 23: Machine Calculation .................. 3
- Bus 24: Records Management ................. 3
- Bus 29A: Word Processing 1 .................. 3
- Bus 29B: Word Processing 2 .................. 3
- Bus 30: Adv Word Processing .................. 3
- Bus 39: Office Procedures ..................... 3
- Bus 40HT 2: Grammar & Usage ............... 3
- Bus 41 OR: Essentials in Bus Corresp ....... 3
- Business Communications ..................... 3
- CIS 1: Intro to Information Systems ......... 3

**II. Required courses for the major**

- Bus 2: Intro to Business ....................... 3
- Bus 3/Ag 25: Business Concepts ............... 3
- CIS 1: Intro to Information Systems .......... 3
- CIS 21AC: Computer Applications Lab ....... 3-3-3
BUSINESS TRANSFER

y units required for the major

Required courses for the major

Bus 1A  Prin of Financial Accounting  4
Bus 1B  Prin of Managerial Accounting  4
Bus 5  Bus & the Legal Environment  3
Econ 1  Principles of Economics  3
Econ 2  Principles of Economics  3

Acceptable courses for the major (select a minimum of 3 units)

Bus 2  Intro to Business  3
Bus/Math 15  Introductory Calculus with Applications  4
Bus 23  Business Statistics  3
Psych 13  Business Communications  3
Bus 42  CIS 1  Intro to Information Systems  3
CIS 22  Microcomputer Accounting  3

COMPUTER INFORMATION SYSTEMS

entry-six units required for the major

Required courses for the major

Bus 1A  Prin of Financial Accounting  4
CIS 1  Programming in BASIC  3
CIS 10  Programming in BASIC  3
CIS 12/Math 57  Computer Application Lab  1-1-1
CIS 21ABC  Microcomputer Operating System: DOS  1
CIS 30B  Word Processor: WordPerfect II  1
CIS 35B  Spreadsheet: Lotus 123  1
CIS 40B  Data Base: dBASE  1

II. Acceptable courses for the major

CIS 15/Math 59  Programming in C  3
CIS 22  Microcomputer Accounting  3
CIS 30A  Word Processor: WordPerfect I  1
CIS 35A  Spreadsheet: Lotus 123  1
CIS 40A  Data Base: dBASE  1

CORRECTIONAL SCIENCE

Twenty-four units required for the major

CIS 21/AJ 35  Intro to Corrections  3
CIS 22/AJ 39  Report Writing for Administra tion of Justice  3

CIS 23/AJ 23  Concepts of Criminal Law  3
CIS 24  Correctional Interviewing & Counseling  3
CIS 25  Control & Supervision of Inmates  3

II. Acceptable courses for the major (9 units from the following courses)

Adm Jus 21  Intro to Admin of Justice  3
Adm Jus 28  Police Community Relations  3
Adm Jus 31  Concepts of Probation & Parole  3
Adm Jus 34  Criminal Investigation  3
Adm Jus 37  Juvenile Control  3

III. Recommended courses (do not fulfill major requirements)

Eng 1A, Psych 1A, Span (or other foreign language), CIS 1, PI 3AB or PE 17AD, Sp 1.

EARLY CHILDHOOD EDUCATION

Thirty units required for the major

I. Required courses for the major

ECE/Psych 20  Develop Psych of Children  3
ECE 21  Early Child Social: Children, Family & Community  3
ECE/Psych 22  Adv Develop Psych & Observe  3
ECE 23  Early Childhood Curriculum I  3
ECE 24  Early Childhood Curriculum II  3
ECE 25  Field Experience  3
ECE 26  Principles of Parenting  3
ECE 28  Admin & Supervision in ECR  3
ECE 29  Infant/Toddler Development  3
ECE 30  Infant/Toddler Curriculum  3
ECE 31A  Health, Safety & Nutrition for Teachers of Young Children  2

ECE 31B/HT 17 First Aid & CPR for Teachers of Young Children  1

ENGLISH

Eighteen units required for the major

I. Required courses for the major

Eng 1A  Reading & Composition  3
Eng 1B  Intro to Literature  3
Eng 42A-42B  Survey of World Literature  3
Eng 43A-43B  Survey of English Literature  3

II. Acceptable courses for the major (6 units from the following courses)

Eng 52  Intro to Linguistics  3
Eng 54  Film Hist & Criticism  3
Eng 50  Advanced Composition  3
Eng 53AB  Creative Writing  3
Eng 41  Survey of American Literature  3
Eng 46A  The Mexican American in Lit  3
Eng 46B  The Mexican American in Lit  3

FIRE SCIENCE

Eighteen units required for the major

I. Required courses for the major

Fire Sci 60  Intro to Fire Technology  3
Fire Sci 61  Fundam of Fire Prevention  3
Fire Sci 62  Fire Protec Equip & Systems  3
Fire Sci 63  Fundam of Fire Behav & Control  3
Fire Sci 64  Fundam of Fire Supr Oper  3
Fire Sci 65  Hazardous Materials  3

II. Acceptable courses for the major

Math 51  Basic Math or equivalent  3

FRENCH

Twenty-one units required for the major

I. Required courses for the major

Fr 1*  Elementary French  5
Fr 2*  Elementary French  5
Fr 3  Intermediate French  4
Fr 4  Intermediate French  4

II. Acceptable courses for the major (select a minimum of one course from the following courses)

Fr 5  Inter French Read & Write  3
Fr 10  Inter Conversational French  3
Fr 11  Inter Conversational French  3

*Completion of Fr 1A and Fr 1B is equivalent to Fr 1 and completion of Fr 2A and Fr 2B is equivalent to Fr 2.

GENERAL MAJOR

Completion of a minimum of 18 units of lower division courses that are required or recommended subjects as specified for upper division standing in a designated major by a college to which the student plans to transfer.

This major provides for students whose lower division preparation for a specific college requires courses in more than one division. Some examples of such majors (taken at random from the University of California publication "Prerequisites and Recommended Subjects" and from the California State University, San Diego catalog) are as follows:

Politics: Agriculture, Mathematics, Social Science, Engineering, Economics, Business

History: Art, Anthropology, History, Philosophy

Mathematics: Biological Science, Psychology

Computer Science: English, Mathematics

Foreign Language: English, Foreign Language, Social Science, Mathematics

Business: Business, Social Science, Mathematics, English

Sociology: Sociology, Social Science, Philosophy

History, Mathematics, Foreign Language

Home Economics: Biological Science, Physics, Mathematics
Twenty-four units required for the major

1. Required courses for the major
   - Psych 1A: Intro to Psychology
   - Psych 3: Psych of Adjustment
   - HR/ADS: Intro to Counseling
   - Social 1: Introductory Sociology
   - Anthro 2: Cultural Anthropology
   - Bus 6: Human Relations in Mgmt
   - CIS 1: Intro to Information Systems
   - HR/Psych 10: Personal & Career Guidance
   - Psych 1B: Learning
   - Psych 13/BUS 26: Psych of Effective Behavior
   - Math 12: Introductory Statistics with Applications
   - Psych 14: Abnormal Psychology
   - Psych/ADS: Social & Psychological Dynamics
   - Social 15: Drug Use
   - Psych/HR 16: The Psychology of Interpersonal Relationships
   - Psych/Social 17: Social Psychology
   - Psych/ECE 20: Psychology for ECE Teachers
   - Psych 35: Developmental Psychology: Conception to Death
   - Psych 40: Intro to Crisis Counseling
   - Psych 41: Contemp Social Problems
   - Social 10: Sociology of Minority Groups
   - Social 33: Marriage & the Family

   Strongly recommended that students who do not speak Spanish take a series of courses in Conversational Spanish.

### HUMANITIES

Twenty-four units required for the major

1. Three units required from the following:
   - Hum 1A: The Humanities in West Cult

### HUMAN RELATIONS

Areas of emphasis: Community Mental Health Worker, Counseling, School, Social Services, Personnel, Employment Counseling, and Supervision

Twenty-four units required for the major

1. Required courses for the major
   - Psych 1A: Intro to Psychology
   - Psych 3: Psych of Adjustment
   - HR/ADS: Intro to Counseling
   - Social 1: Introductory Sociology

   With the approval of his/her counselor and the Division Chairperson, the student will select a minimum of 9 units (depending on areas of emphasis) from the following courses. It is considered advisable for students in certain areas of emphasis to take more than 9 units from the list below.

   - Anthro 2: Cultural Anthropology
   - Bus 6: Human Relations in Mgmt
   - CIS 1: Intro to Information Systems
   - HR/Psych 10: Personal & Career Guidance
   - Psych 1B: Learning
   - Psych 13/BUS 26: Psych of Effective Behavior
   - Math 12: Introductory Statistics with Applications
   - Psych 14: Abnormal Psychology
   - Psych/ADS: Social & Psychological Dynamics
   - Social 15: Drug Use
   - Psych/HR 16: The Psychology of Interpersonal Relationships
   - Psych/Social 17: Social Psychology
   - Psych/ECE 20: Psychology for ECE Teachers
   - Psych 35: Developmental Psychology: Conception to Death
   - Psych 40: Intro to Crisis Counseling
   - Psych 41: Contemp Social Problems
   - Social 10: Sociology of Minority Groups
   - Social 33: Marriage & the Family

   Strongly recommended that students who do not speak Spanish take a series of courses in Conversational Spanish.

### JOURNALISM

Twenty-four units required for the major

1. Required courses for the major
   - Jn 1: Introduction to Journalism

   Acceptable courses for the major (minimum of 6 units from the following courses)
   - Econ 1: Principles of Economics
   - Econ 2: Principles of Economics
   - Eng 1B: Intro to Literature
   - Soc 1: Introductory Sociology
   - Soc 2: Contemporary Social Problems
   - Poly Sci 1: Intro to Political Science
   - Poly Sci 2: American Government
   - Bus 20: Beginning Keyboarding
   - Sp 1: Oral Communication
   - Eng 53AB: Creative Writing
   - Eng 54: Intro to Film History & Criticism

   *If not used to satisfy the Amer Inst requirement for graduation.

### LEGAL ASSISTANT

Twenty-four units required for the major

1. Required courses for the major
   - Bus 5: Bus & the Legal Environment

   Acceptable courses for the major (minimum of 6 units from the following courses)
   - CA 1: Principles of Economics
   - CA 2: Principles of Economics
   - Eng 1B: Intro to Literature
   - Soc 1: Introductory Sociology
   - Soc 2: Contemporary Social Problems
   - Poly Sci 1: Intro to Political Science
   - Poly Sci 2: American Government
   - Bus 20: Beginning Keyboarding
   - Sp 1: Oral Communication
   - Eng 53AB: Creative Writing
   - Eng 54: Intro to Film History & Criticism

   *If not used to satisfy the Amer Inst requirement for graduation.
I. Required courses for the major (minimum of 25 units from the following courses)

a. Academic courses (minimum of 20 units from the following courses)

Mus 8A  Beginning Musicianship .............. 2  
Mus 8B  Beginning Musicianship .............. 2  
Mus 9A  Intermediate Musicianship ........ 2  
Mus 9B  Beginning Harmony .............. 3  
Mus 9C  Intermediate Harmony .......... 3  
Mus 9D  Intermediate Harmony .......... 3

Note: Music 8A and 9A must be taken concurrently and the sequence followed through 8D and 9D.

b. Applied Music (minimum of 5 units from the following courses) (Requirement may be waived through proficiency examination.)

Mus 10A  Beginning Group Piano I ....... 1  
Mus 32ABCD  Applied Music ......... 1-1-1-1

c. Performance Ensembles (minimum of 4 units from the following courses)

Mus 17ABCD  Chamber Singers ........ 1-1-1-1  
Mus 18ABCD  Chamber Orchestra .......... 1-1-1-1  
Mus 27ABCD  Concert Band ........ 1-1-1-1  
Mus 28ABCD  College-Community Band ...... 1-1-1-1  
Mus 33ABCD  Symphony Orchestra ........ 1-1-1-1  
Mus 34ABCD  Pep Band .......... 1-1-1-1

Note: All music majors are required to perform in at least one of the above college music organizations every semester enrolled.

II. Recommended as electives (do not fulfill major requirements)

Mus 10B  Beginning Group Piano II ........ 1  
Mus 11A  Intermediate Group Piano I ...... 1  
Mus 11B  Intermediate Group Piano II ...... 1  
Mus 12  Intermediate Class Guitar .......... 1  
Mus 13  Intermediate Class Voice .......... 1  
Mus 15A  Beginning Class Voice ........ 1  
Mus 15B  Beginning Class Voice .......... 1  
Mus 16  Intermediate Class Voice .......... 1  
Mus 19ABCD  Instrumental Ensemble ...... 1-1-1-1  
Mus 20A  History & Literature of Music .... 3  
Mus 20B  History & Literature of Music .... 3  
Mus 21ABCD  Brass, Woodwind & Percussion Methods ...... 1-1-1-1  
Mus 25ABCD  Rehearsal & Performance ...... 1-1-1-1  
Mus 26ABCD  Estudiantina .......... 1-1-1-1  
Mus 29ABCD  Intro to 20th Century Music .... 3  
Mus 64ABCD  College-Community Band ...... 1-1-1-1

NURSING

Associate Degree Nursing

Forty-six and one-half units of nursing required for the major.

Thirty-nine and one-half support course units required to complete the nursing program.

Pre-Application Requirements

Eng 1A*  Reading & Composition ...... 3  
Eng 11  Reading IV; Analytical & Critical Reading ...... 3.5  
Math X  Beginning Algebra ...... 3

TOTAL 9.5

Pre-Clinical Nursing

HT 1  Intro to Health Science ...... 2  
Psych 1A  Intro to Psychology ...... 3  
Anat 10  Human Anatomy & Physiology ...... 5

TOTAL 10

First Semester

Psych 35  Develop Psych: Conception to Death ...... 3  
Bio 21  General Microbiology ...... 3  
NS 1A (R)  Intro to Patient Care I ...... 3  
NS 1B (R)  Intro to Patient Care II ...... 4  
NS 1C (R)  Pharmacology I ...... 1.5

TOTAL 17.5

Second Semester

Psych/HRT 16  The Psych of Interpersonal Relationships ...... 3  
NS 2A (R)  Maternity Cycle ...... 5.5

TOTAL 12.5

Third Semester

Humans & Human Behavior ...... 3  
NS 3A (R)  Common Health Problems II ...... 6.5  
NS 3C (R)  Patient Care Management ...... 1

TOTAL 17

Fourth Semester

Communication & Analytic Reasoning ...... 3  
American Institutions ...... 3  
NS 4A (R)  Common Health Problems IV ...... 4.5  
NS 4C (R)  Nursing Trends ...... 1

TOTAL 16

*Eng 1A is required to meet the Board of Registered Nurse approved 79.5 units.

Vocational Nursing

Thirty-six and one-half units required for the major. Twenty-three and one-half support course units required to complete the vocational nursing program.

Pre-Application Requirements

Eng 1A  Reading & Composition ...... 3  
Eng 11  Reading IV; Analytical & Critical Reading ...... 3.5  
Math X  Beginning Algebra ...... 3

TOTAL 9.5

Pre-Clinical Nursing

HT 1  Intro to Health Science ...... 2  
Psych 1A  Intro to Psychology ...... 3  
Anat 6  Anatomy & Physiology for Health Occupations ...... 3

TOTAL 8

First Semester

Psych 35  Develop Psych: Conception to Death ...... 3  
NS 1A (V)  Intro to Patient Care I ...... 3  
NS 1B (V)  Intro to Patient Care II ...... 4  
NS 1C (V)  Pharmacology I ...... 1.5

TOTAL 12.5
PHYSICAL EDUCATION

Nineteen units required for the major

I. Required courses for the major

- PE 3ABCD Physical Fitness, Women ...
- PE 4ABCD Badminton, Coed ...
- PE 5ABCD Swimming, Coed ...
- PE 7 Water Safety Instructor Train ...
- PE 9ABCD Adapted Physical Exercises, Coed ...
- PE 10ABCD Team Sports ...
- PE 11ABCD Volleyball, Coed ...
- PE 12ABCD Tennis, Coed ...
- PE 13AB Advanced Tennis, Coed ...
- PE 17ABCD Physical Fitness, Men ...
- PE 18ABCD Golf, Coed ...
- PE 20ABCD Softball, Coed ...
- PE 22ABCD Racquet & Handball, Coed ...
- PE 23ABCD Basketball for Women ...
- PE 24ABCD Basketball for Men ...
- PE 26ABCD Modern Dance, Coed ...
- PE 28ABCD Dance Theater, Coed ...
- PE 29ABCD Jazz Dance, Coed ...
- PE 30ABCD Song & Cheer ...
- PE 32ABCD Intercollegiate Basketball ...
- PE 34AB Intercollegiate Baseball ...
- PE 38AB Intercollegiate Tennis & PE ...
- PE 40ABCD Synchronized Swimming ...
- PE 41ABCD Intercollegiate Volleyball & PE ...
- PE 42AB Intercollegiate Soccer & PE ...
- PE 43AB Intercollegiate Softball & PE ...
- PE 44 Self-defence ...
- PE 51 Structural Intramurals ...
- PE 52AB Theory of Basketball ...
- PE 53AB Theory of Basketball, Coed ...
- PE 56 Care & Preven of Athl Injuris ...
- PE 58 Psychology of Coaching ...
- PE 59AB Sports Officiating, Men ...
- PE 60AB Sports Officating, Women ...
- PE 62AB PE for Special Olympics ...
- PE 63AB Human Anatomy ...
- PE 64AB Human Anatomy & Physiology ...

PHYSICAL SCIENCE

Thirty-six units required for the major

I. Required courses for the major (Thirty units from the following courses)

- Chem 1A General Inorganic Chemistry ...
- Chem 1B General Inorganic Chemistry ...
- Chem 12A Organic Chemistry ...
- Phys 4A Principles of Physics ...
- Phys 4B Principles of Physics ...
- Math 5C Principles of Calculus ...
- Math 5D Principles of Calculus ...
- Math 5E Principles of Calculus ...
- Math 5F Principles of Calculus ...
- Math 5G Principles of Calculus ...
- Math 5H Principles of Calculus ...
- Math 5I Principles of Calculus ...
- Math 5J Principles of Calculus ...
- Math 5K Principles of Calculus ...
- Math 5L Principles of Calculus ...
- Math 5M Principles of Calculus ...
- Math 5N Principles of Calculus ...
- Math 5O Principles of Calculus ...
- Math 5P Principles of Calculus ...
- Math 5Q Principles of Calculus ...
- Math 5R Principles of Calculus ...
- Math 5S Principles of Calculus ...
- Math 5T Principles of Calculus ...
- Math 5U Principles of Calculus ...
- Math 5V Principles of Calculus ...
- Math 5W Principles of Calculus ...
- Math 5X Principles of Calculus ...
- Math 5Y Principles of Calculus ...
- Math 5Z Principles of Calculus ...
- Math 6A Principles of Calculus ...
- Math 6B Principles of Calculus ...
- Math 6C Principles of Calculus ...
- Math 6D Principles of Calculus ...
- Math 6E Principles of Calculus ...
- Math 6F Principles of Calculus ...
- Math 6G Principles of Calculus ...
- Math 6H Principles of Calculus ...
- Math 6I Principles of Calculus ...
- Math 6J Principles of Calculus ...
- Math 6K Principles of Calculus ...
- Math 6L Principles of Calculus ...
- Math 6M Principles of Calculus ...
- Math 6N Principles of Calculus ...
- Math 6O Principles of Calculus ...
- Math 6P Principles of Calculus ...
- Math 6Q Principles of Calculus ...
- Math 6R Principles of Calculus ...
- Math 6S Principles of Calculus ...
- Math 6T Principles of Calculus ...
- Math 6U Principles of Calculus ...
- Math 6V Principles of Calculus ...
- Math 6W Principles of Calculus ...
- Math 6X Principles of Calculus ...
- Math 6Y Principles of Calculus ...
- Math 6Z Principles of Calculus ...
- Math 7A Principles of Calculus ...
- Math 7B Principles of Calculus ...
- Math 7C Principles of Calculus ...
- Math 7D Principles of Calculus ...
- Math 7E Principles of Calculus ...
- Math 7F Principles of Calculus ...
- Math 7G Principles of Calculus ...
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- Math 7M Principles of Calculus ...
- Math 7N Principles of Calculus ...
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- Math 7R Principles of Calculus ...
- Math 7S Principles of Calculus ...
- Math 7T Principles of Calculus ...
- Math 7U Principles of Calculus ...
- Math 7V Principles of Calculus ...
- Math 7W Principles of Calculus ...
- Math 7X Principles of Calculus ...
- Math 7Y Principles of Calculus ...
- Math 7Z Principles of Calculus ...
- Math 8A Principles of Calculus ...
- Math 8B Principles of Calculus ...
- Math 8C Principles of Calculus ...
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- Math 8R Principles of Calculus ...
- Math 8S Principles of Calculus ...
- Math 8T Principles of Calculus ...
- Math 8U Principles of Calculus ...
- Math 8V Principles of Calculus ...
- Math 8W Principles of Calculus ...
- Math 8X Principles of Calculus ...
- Math 8Y Principles of Calculus ...
- Math 8Z Principles of Calculus ...
- Math 9A Principles of Calculus ...
- Math 9B Principles of Calculus ...
- Math 9C Principles of Calculus ...
- Math 9D Principles of Calculus ...
- Math 9E Principles of Calculus ...
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- Math 9H Principles of Calculus ...
- Math 9I Principles of Calculus ...
- Math 9J Principles of Calculus ...
- Math 9K Principles of Calculus ...
- Math 9L Principles of Calculus ...
- Math 9M Principles of Calculus ...
- Math 9N Principles of Calculus ...
- Math 9O Principles of Calculus ...
- Math 9P Principles of Calculus ...
- Math 9Q Principles of Calculus ...
- Math 9R Principles of Calculus ...
- Math 9S Principles of Calculus ...
- Math 9T Principles of Calculus ...
- Math 9U Principles of Calculus ...
- Math 9V Principles of Calculus ...
- Math 9W Principles of Calculus ...
- Math 9X Principles of Calculus ...
- Math 9Y Principles of Calculus ...
- Math 9Z Principles of Calculus ...

II. Acceptable courses for the major (select a minimum of 6 units from the following courses)

- Astronomy 21 Principles of Astronomy ...
- Chemistry 5 Quantitative Analysis ...
- Chemistry 12B Organic Chemistry ...
- Env Sci 5 & 6 Man & His Environment ...
- Geography 1 Physical Geography ...
- Math 3A Analytic Geometry & Calculus ...
- Math 3B Analytical Geometry & Calculus ...
- Math 4 Calculus & Differential Equations ...
- Math 5 Elements of Differential Equations ...
- Math 6 Intro to Linear Algebra with Applications ...
- Math 47/CIS 14 Programming in FORTRAN ...
- Math 58 Computer Programming in Pascal ...
- Math 59/CIS 15 Programming in C ...

PRE-ENGINEERING

Forty-seven units required for the major

I. Required courses for the major (select thirty-five units)

- Chemistry 1A General Inorganic Chemistry ...
- Math 3A Analytic Geometry & Calculus ...
- Math 3B Analytical Geometry & Calculus ...
- Math 4 Calculus & Differential Equations ...
- Physics 4A Principles of Physics ...
- Physics 4B Principles of Physics ...
- Physics 4C Principles of Physics ...

II. Acceptable courses for the major (select a minimum of 12 units)

- Chemistry 1B General Inorganic Chemistry ...
- Chemistry 5 Quantitative Analysis ...
- Chemistry 12A Organic Chemistry ...
- Chemistry 12B Organic Chemistry ...
- Math 6 Intro to Linear Algebra with Applications ...
- Math 12/Bus 26/ Psych 13 Introductory Statistics with Applications ...
- Math 47/CIS 14 Programming in FORTRAN ...
- Math 58 Computer Programming in Pascal ...
- Math 59/CIS 15 Programming in C ...
to enrollment in any of these courses, engineering students should consult the catalog of the institution to which they plan to transfer and determine which courses on this list are applicable to particular major. They should then enroll for as many of these table courses as possible.

essential engineering students enroll in mathematics during the first semester. Interns majoring in engineering and planning to attend only two years at IVC are advised to give priority to lower division requirements for the major as they are prerequisites for most upper division engineering courses. If the student also wishes to complete a minor or general education requirements, it will necessitate at least additional year at IVC.

e of the courses in categories I and II will be offered only every two years. See a counselor for specifics on course rings or any questions regarding the engineering program.

**PSYCHOLOGY**

**五百-one units required for the major**

**Requisite courses for the major**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psych 1A</td>
<td>Intro to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Psych 1B</td>
<td>Learning</td>
<td>3</td>
</tr>
<tr>
<td>Psych 2</td>
<td>Biological Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Minimum of 12 units from the following courses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psych 3</td>
<td>Psych of Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>Psych 4</td>
<td>Psych of Human Sexuality</td>
<td>3</td>
</tr>
<tr>
<td>Psych 5</td>
<td>Current Issues in Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Psych/HRADS 9</td>
<td>Intro to Counselling</td>
<td>3</td>
</tr>
<tr>
<td>Psych/HRADS 11A &amp; 11B</td>
<td>Practicum</td>
<td>3</td>
</tr>
<tr>
<td>Psych 13/Bus 20</td>
<td>Math 12</td>
<td>3</td>
</tr>
<tr>
<td>Psych 14</td>
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</tr>
<tr>
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<td></td>
</tr>
<tr>
<td>Sociol 15</td>
<td>Of Drug Use</td>
<td>3</td>
</tr>
<tr>
<td>Psych/HRADS 16</td>
<td>The Psychology, Personal</td>
<td>3</td>
</tr>
<tr>
<td>Psych/Soc 17</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Psych 20</td>
<td>Psychology of Adolescence</td>
<td>3</td>
</tr>
<tr>
<td>Psych 35</td>
<td>Develop Psych: Conception to Death</td>
<td>3</td>
</tr>
</tbody>
</table>

**REAL ESTATE**

**Eighteen units required for the major**

**I. Required courses for the major**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 90</td>
<td>Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>Bus 91</td>
<td>Real Estate Practices</td>
<td>3</td>
</tr>
<tr>
<td>Bus 92A</td>
<td>Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>Bus 93</td>
<td>Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td>Bus 56A</td>
<td>Real Estate Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>Bus 95</td>
<td>Real Estate Economics</td>
<td>3</td>
</tr>
</tbody>
</table>

**RECREATION**

**Eighteen units required for the major**

**I. Required courses for the major**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rec 70</td>
<td>Introduction to Leisure</td>
<td>3</td>
</tr>
<tr>
<td>Rec 71</td>
<td>Social Recreation</td>
<td>3</td>
</tr>
<tr>
<td>Rec 72</td>
<td>Outdoor Recreation</td>
<td>3</td>
</tr>
<tr>
<td>Rec 73</td>
<td>Recreation for Special Groups</td>
<td>4</td>
</tr>
</tbody>
</table>

(Eight of the courses required for the major and II will be offered only every two years. See a counselor for specifics on course rings or any questions regarding the engineering program.

**II. Acceptable courses for the major (2 or 3 units to be selected from the following courses)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 6A</td>
<td>Physical Fitness, Women</td>
<td></td>
</tr>
<tr>
<td>PE 6B</td>
<td>Badminton, Coed</td>
<td></td>
</tr>
<tr>
<td>PE 6C</td>
<td>Swimming, Coed</td>
<td></td>
</tr>
<tr>
<td>PE 6D</td>
<td>Team Sports</td>
<td></td>
</tr>
<tr>
<td>PE 6E</td>
<td>Volleyball, Coed</td>
<td></td>
</tr>
<tr>
<td>PE 6F</td>
<td>Tennis, Coed</td>
<td></td>
</tr>
<tr>
<td>PE 6G</td>
<td>Adv. Volleyball, Coed</td>
<td></td>
</tr>
<tr>
<td>PE 6H</td>
<td>Physical Fitness, Men</td>
<td></td>
</tr>
<tr>
<td>PE 6I</td>
<td>Softball, Coed</td>
<td></td>
</tr>
<tr>
<td>PE 6J</td>
<td>Basketball for Women</td>
<td></td>
</tr>
<tr>
<td>PE 6K</td>
<td>Basketball for Men</td>
<td></td>
</tr>
</tbody>
</table>

**III. Additional units to complete the major may be utilized from the courses under Section III**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PE 2A</td>
<td>Practicum Exper to Work with the PL Person</td>
<td>3</td>
</tr>
<tr>
<td>PL 12</td>
<td>Adv Communication with the Def.</td>
<td>3</td>
</tr>
<tr>
<td>PL 13ABCD</td>
<td>Communication with the Def. in the College Classroom</td>
<td>1-1-1</td>
</tr>
<tr>
<td>Psych 16</td>
<td>Psych of Adjustment</td>
<td>3</td>
</tr>
<tr>
<td>Psych/HRADS 9</td>
<td>Intro to Counseling</td>
<td>3</td>
</tr>
<tr>
<td>Psych/1CE 20</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Rec 6A</td>
<td>Development Psych of Children</td>
<td>3</td>
</tr>
<tr>
<td>Sociol 7</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Sociol 2</td>
<td>Contemp Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>Sp 1</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**SMALL BUSINESS MANAGEMENT**

**Twenty-six units required for the major**

**I. Required courses for the major**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 1A</td>
<td>Principles of Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Bus 2</td>
<td>Intro to Business</td>
<td>3</td>
</tr>
<tr>
<td>Bus 3</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Bus 4</td>
<td>Bus &amp; the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>Bus 5</td>
<td>Mgmt Concepts of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>Bus 14</td>
<td>Practical Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>Bus 16</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>CSE 1</td>
<td>Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CSE 21ABCD</td>
<td>Computer Applications Lab</td>
<td>1-1-1</td>
</tr>
</tbody>
</table>

**SOCIAL SCIENCE**

**I. Required courses for the major**

The requirements for a major in Social Science may be satisfied by taking 12 units from the following list to include at least one course from three of the seven fields:

**Anthropology**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthro 1</td>
<td>Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 2</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 3A</td>
<td>Intro to Arch Site Surveying</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 3B</td>
<td>Intro to Arch Excavitations</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 4</td>
<td>California Indians</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 6</td>
<td>Indians of North America</td>
<td>3</td>
</tr>
</tbody>
</table>

**Economics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econ 1</td>
<td>Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>Econ 2</td>
<td>Principles of Economics</td>
<td>3</td>
</tr>
</tbody>
</table>

**Geography**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geog 1</td>
<td>Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>Geog 2</td>
<td>Cultural Geography</td>
<td>3</td>
</tr>
</tbody>
</table>

**SPANISH: NATIVE SPEAKER**

**Nineteen units required for the major**

**I. Required courses for the major**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Span 20A</td>
<td>Bilingual Spanish</td>
<td>3</td>
</tr>
<tr>
<td>Span 20B</td>
<td>Bilingual Spanish</td>
<td>3</td>
</tr>
<tr>
<td>Span 23</td>
<td>Bilingual Oral Spanish</td>
<td>3</td>
</tr>
<tr>
<td>Span 25</td>
<td>Intro to Spanish American Lit</td>
<td>3</td>
</tr>
</tbody>
</table>

**II. Acceptable courses for the major (select a minimum of 3 units from the following courses)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Span 26A</td>
<td>Intro to Trans &amp; Inter</td>
<td>3</td>
</tr>
<tr>
<td>Span 26B</td>
<td>Intro to Trans &amp; Inter</td>
<td>3</td>
</tr>
<tr>
<td>Span 28A</td>
<td>The Mexican American in Li</td>
<td>3</td>
</tr>
<tr>
<td>Span 28B</td>
<td>The Mexican American in Li</td>
<td>3</td>
</tr>
<tr>
<td>Span 50ABC</td>
<td>Language Lab</td>
<td>1-1-1</td>
</tr>
<tr>
<td>Mus 29ABCD</td>
<td>Esatufiania</td>
<td>1-1-1</td>
</tr>
</tbody>
</table>
**SPANISH: NON-NATIVE**

my units required for the major

Required courses for the major

| Span 1* | Elementary Spanish | 5 |
| Span 2* | Elementary Spanish | 5 |
| Span 3 | Intermediate Spanish | 5 |

Acceptable courses for the major (select a minimum of 5 units from the following courses)

| Span 4 | Intermediate Spanish | 5 |
| Span 23 | Bilingual Oral Spanish | 3 |
| Span 25 | Intro to Spanish American Lit | 3 |
| Span 26A | Intro to Trans & Interal | 3 |
| Span 26B | Intro to Trans & Interal | 3 |
| Span 28A | The Mexican American in Lit | 3 |
| Span 28B | The Mexican American in Lit | 3 |
| Span 60ABC | Language Lab | 1-1-1 |
| Span 29ABC | Estudiantina | 1-1-1 |

Completion of Span 1A and Span 1B is equivalent to Span 1 and Span 2A and Span 2B is equivalent to Span 2.

**TEACHER PREPARATION**

Teacher Preparation and Licensing Law of 1974 (Ryan Act) provides for two types of teaching credentials, each permitting instruction in grades K-12. One is the MULTIPLE SUBJECT CREDENTIAL for teachers in a self-contained classroom as presently practiced in California elementary schools. The other is the SINGLE SUBJECT CREDENTIAL for teachers responsible for one subject as practiced in junior and senior high schools.

To satisfy the requirements for the SINGLE SUBJECT CREDENTIAL, the individual must pass an examination or have degree major in one of the areas listed below:

- Visual Art
- History
- Music
- Home Economics
- Industrial Art
- Physical Science
- Languages
- Social Science
- Life Sciences
- Mathematics

Other degree majors may be substituted under these categories: e.g., Visual Art, Drama, Journalism under English. Check the university catalog for special listings. A person would increase the possibilities for employment by passing several examinations in addition to his/her major. It is no longer possible to teach a minor subject. Professional education courses and student teaching are required and a full credential is earned by completion of a year past the B.A. or B.S. degree.

To satisfy the requirements for the MULTIPLE SUBJECT CREDENTIAL, the student must either pass an examination (National Teachers Examination - Core Battery) or complete an approved major. Most universities have developed LIBERAL STUDIES majors which have been approved for this credential. In addition to the major, professional education courses including student teaching are required. The National Teachers Examination may be taken at any time the student feels capable of passing it; it is recommended that the candidate first complete a bachelor's degree. Once the NTE has been successfully completed, the scores are submitted to the College of Education of the University that the candidate will be attending in order to satisfy the additional requirements for the Multiple Subject Credential.

**LIBERAL STUDIES**

The major in Liberal Studies, with an emphasis on education, is a diversified interdisciplinary liberal arts major, which includes a 12 unit upper division area of specialization. Students who select this major are seeking a multiple subject credential. This major meets the lower division requirements for the multiple subject/diversified major, as specified in the Ryan Act, and is an approved major for the multiple subject credential leading to a career in teaching at the elementary level.

Individually seeking this credential, who complete this major, are exempt from the National Teacher Examination. Additional requirements for admission to the College of Education, relating to teaching credential programs, are listed in the catalog of the transfer university you will be attending.

Sixty units required for the major

I. Major Core

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eng 1A</td>
<td>Reading &amp; Composition</td>
</tr>
<tr>
<td>Eng 50</td>
<td>Advanced Composition</td>
</tr>
<tr>
<td>Eng 2B</td>
<td>Oral Composition</td>
</tr>
<tr>
<td>Eng 1B OR</td>
<td>Intro to Literature</td>
</tr>
<tr>
<td>Eng 42A OR</td>
<td>Survey of World Literature</td>
</tr>
<tr>
<td>Eng 42B</td>
<td>Survey of World Literature</td>
</tr>
<tr>
<td>Math 10A</td>
<td>Math for Elem School Teachers</td>
</tr>
<tr>
<td>Math 10B</td>
<td>Math for Elem School Teachers</td>
</tr>
<tr>
<td>Bio 3</td>
<td>Prin of Biological Science</td>
</tr>
<tr>
<td>Astron 21 OR</td>
<td>Principles of Astronomy</td>
</tr>
<tr>
<td>Chem 2A OR</td>
<td>Intro to Chemistry</td>
</tr>
<tr>
<td>Geog 1</td>
<td>Physical Geography</td>
</tr>
<tr>
<td>Lab</td>
<td>Lab requirement from Life or Physical Science</td>
</tr>
<tr>
<td>Anthro 2 OR</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>Geog 2</td>
<td>Cultural Anthropology</td>
</tr>
<tr>
<td>Psych 1A</td>
<td>Intro to Psychology</td>
</tr>
</tbody>
</table>

Select six (6) units from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Econ 1</td>
<td>Principles of Economics</td>
</tr>
<tr>
<td>Econ 2</td>
<td>Principles of Economics</td>
</tr>
<tr>
<td>Hist 17A</td>
<td>United States History</td>
</tr>
<tr>
<td>Hist 17B</td>
<td>United States History</td>
</tr>
<tr>
<td>Pol Scy 1</td>
<td>Intro to Political Science</td>
</tr>
<tr>
<td>Pol Scy 2</td>
<td>American Govt &amp; Politics</td>
</tr>
<tr>
<td>Social 1</td>
<td>Introductory Sociology</td>
</tr>
<tr>
<td>Phil 1A OR</td>
<td>Intro to Philosophy</td>
</tr>
<tr>
<td>Phil 1B OR</td>
<td>Intro to Philosophy</td>
</tr>
</tbody>
</table>

**II. AREA OF SPECIALIZATION**

An area of specialization will be required for students seeking the multiple subject credential to teach in the elementary schools. The area of specialization may also require selection of lower division prerequisites. Check the catalog of the transfer university and select the area that best meets your needs.

- The California Basic Educational Skills Test (C-Best) must be passed before a student is admitted to any teacher education program in the state of California. It is highly recommended that this test be taken following the successful completion of English 1A and Math 10A.

Students applying for admission to credential programs must verify 40 clock hours supervised and evaluated experiences with public school children (K-12). It is also satisfied by substitute teaching, service in Mini Corps, and teacher aide service (paid or volunteer). This requirement is not satisfied by enrollment in Teacher Education 303.

Students may not double courses in the major core and the area of specialization.

**WATER TREATMENT TECHNOLOGY**

Twenty-two units required for the major

I. Required courses for the major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>WAT 1</td>
<td>Water Treat Plant Oper I</td>
</tr>
</tbody>
</table>

**CERTIFICATE PROGRAMS**

**ADMINISTRATION OF JUSTICE**

Twenty-one to 24.5 units required for the certificate

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adm Jus 21</td>
<td>Intro to Admin of Justice</td>
</tr>
<tr>
<td>Adm Jus/CSI 23</td>
<td>Concepts of Criminal Law</td>
</tr>
<tr>
<td>Adm Jus 25</td>
<td>Legal Aspects of Evidence</td>
</tr>
<tr>
<td>Adm Jus 26</td>
<td>Prin &amp; Proc of the Justice System</td>
</tr>
<tr>
<td>Adm Jus 28</td>
<td>Police Community Relations</td>
</tr>
<tr>
<td>Adm Jus 37</td>
<td>Juvenile Control</td>
</tr>
<tr>
<td>Eng 28*</td>
<td>Basic Eng. Composition</td>
</tr>
<tr>
<td>Reading 33</td>
<td>Inter Develop (14 required)</td>
</tr>
</tbody>
</table>

**WELDING TECHNOLOGY**

The practice of joining metals by welding is becoming more of a science every day. Imperial Valley College recognizes this and consequently has instituted a two-year Associate Degree program in Welding Technology. This program is designed to train students along with related theory, plus a firm background in associated subjects such as mechanics and metal-fabricating techniques.

The welding facility consists of an indoor, air-conditioned laboratory equipped with oxy-acetylene, arc welders, Tig welders, Mig welders, and resistance welders.

Graduates from this program will find many opportunities for employment with aircraft industries, shipbuilding companies, construction crews, etc. The future is almost unlimited for the student with interests along these lines.

Twenty units required for the major

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 31 OR</td>
<td>Basic Welding</td>
</tr>
<tr>
<td>WELD 31A &amp;</td>
<td>Oxy-Acetylene Welding</td>
</tr>
<tr>
<td>WELD 31B</td>
<td>Arc Welding</td>
</tr>
<tr>
<td>WELD 36A</td>
<td>Advanced Welding</td>
</tr>
<tr>
<td>WELD 36B</td>
<td>Advanced Welding</td>
</tr>
<tr>
<td>WELD 36C</td>
<td>Adv Weld - Welder Certification &amp; Blueprint Reading</td>
</tr>
</tbody>
</table>

* Demonstrated reading and writing competencies which meet graduation requirements
Agricultural Engineering Technology

This student with technical knowledge of mechanization of the basic skills needed to succeed in precision agriculture or of the hundreds of agriculture support services in the Imperial Valley.

Mandatory six units required for the certificate

Required courses for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 28</td>
<td>Power Equip Oper &amp; Maint</td>
<td>4</td>
</tr>
<tr>
<td>Ag 34</td>
<td>Power Transmission Systems</td>
<td>3</td>
</tr>
<tr>
<td>Ag 35/AT 57</td>
<td>Fluid Power</td>
<td>3</td>
</tr>
<tr>
<td>Ag 37/AT 59</td>
<td>Small Gasoline Engines</td>
<td>3</td>
</tr>
<tr>
<td>Ag 39</td>
<td>Fundamentals of Diesel Power</td>
<td>4</td>
</tr>
<tr>
<td>Weld 31</td>
<td>Basic Welding</td>
<td>5</td>
</tr>
</tbody>
</table>

Acceptable courses for the certificate (3 units from the following)

- Auto Tech 54 Carb., Fuel Inject. & Exhaust Systems 3
- Auto Tech 58 Automotive Air-Conditioning 3
- Auto Tech 65 Basic Machine Shop Tech 3

Agriculture Business Management

Mandatory five units required for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ag 15</td>
<td>Pesticide Safety</td>
<td>1</td>
</tr>
<tr>
<td>Ag 22</td>
<td>Intro to Agricultural Econ</td>
<td>3</td>
</tr>
<tr>
<td>Ag 25/Bus 3</td>
<td>Ag Bus Management</td>
<td>3</td>
</tr>
<tr>
<td>Ag 26</td>
<td>Agricultural Bus Organization</td>
<td>3</td>
</tr>
<tr>
<td>Ag 27</td>
<td>Agrt Sales &amp; Service Management</td>
<td>3</td>
</tr>
<tr>
<td>Ag 30</td>
<td>Soils</td>
<td>3</td>
</tr>
<tr>
<td>Cis 1</td>
<td>Intro to Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one course from the following:

- Ag 14 Entomology 3
- Bus 4 Principles of Marketing 3
- Bus 5 Bus & the Legal Environment 3
- Bus 10 Practical Accounting 3

Alcohol and Drug Studies

Mandatory seven units required for the certificate

Required courses for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ads/Psych/HR 9</td>
<td>Intro to Counseling</td>
<td>3</td>
</tr>
<tr>
<td>Ads/Psych/HR 3</td>
<td>Practicum</td>
<td>3</td>
</tr>
<tr>
<td>Ads/Socl/Ps 15</td>
<td>Social &amp; Psychological</td>
<td>3</td>
</tr>
<tr>
<td>Ads/Socl/Ps 50</td>
<td>Dynamxics of Drug Use</td>
<td>3</td>
</tr>
<tr>
<td>Ads/Psych 51</td>
<td>Human Svcs in a Chang Society</td>
<td>3</td>
</tr>
<tr>
<td>Ads/Psych 52</td>
<td>Alcoholism: Intervention, Treatment &amp; Assess.</td>
<td>3</td>
</tr>
<tr>
<td>Ads/Psych 53</td>
<td>Physiological Effects of Alcohol &amp; Drugs</td>
<td>3</td>
</tr>
</tbody>
</table>

Minimum of 6 units from any two of the following courses

- Ads/Psych 53 Group Leadership & Group Process 3
- Ads/Psych 54 Family Counselling Approaches to Alcohol & Drug Abuse 3
- Ads/Psych 55 Crisis Intervention & Referral Techniques 3
- Ads/Psych 56 Program Management Techniques 3

Minimum of 3 units from any of the following

- Ads/Socl 10 Sociology of Minority Groups 3
- Ads/Psych 57ABCD Current Issues in Drug Abuse 1-3, 1-3, 1-3

Field Archaeology

Twenty-four units and 100 hours of field work required for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthro 1</td>
<td>Physical Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 2</td>
<td>Cultural Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 3A</td>
<td>Intro to Archaeology Survey</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 3B</td>
<td>Intro to Arch Excavations</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 3C</td>
<td>Adv Archaeological Survey</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 3D</td>
<td>Adv Arch Excavations</td>
<td>3</td>
</tr>
<tr>
<td>Anthro 4</td>
<td>California Indians</td>
<td>3</td>
</tr>
</tbody>
</table>

Three units to be selected from the following courses

- Bio 3     | Prin of Biological Science                      | 4     |
- Geog 1    | Physical Geography                               | 3     |
- Zool 1A   | General Zoology                                  | 4     |
- Zool 1B   | General Zoology                                  | 4     |

Automotive Body Repair and Painting

Twenty-eight units required for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto Body 70</td>
<td>Auto Body Repair &amp; Painting</td>
<td>5</td>
</tr>
<tr>
<td>Auto Body 71</td>
<td>Adv Auto Body Repair &amp; Paint</td>
<td>5</td>
</tr>
<tr>
<td>Auto Body 72</td>
<td>Auto &amp; Light Truck Major Collision Repairing</td>
<td>5</td>
</tr>
<tr>
<td>Auto Body 73</td>
<td>Auto Body Custom Refinishing &amp; Shop Management</td>
<td>3</td>
</tr>
<tr>
<td>Auto Body 74</td>
<td>Brakes &amp; Suspension</td>
<td>5</td>
</tr>
<tr>
<td>Weld 31</td>
<td>Basic Welding</td>
<td>5</td>
</tr>
</tbody>
</table>

The following courses may be substituted for any of the above required courses except Auto Body 70 & Auto Body 71:

Auto Tech 54 Carb., Fuel Injection, & Exhaust Systems 3
Auto Tech 58 Automotive Air-Conditioning 3

Automotive Technology

Thirty-two units required for the certificate

Each course must be completed with a minimum grade of "C" for each course in the certificate program.

I. Required courses for the certificate

- Auto Tech 51/33A Engine Technology 5
- Auto Tech 52 Manual Trans & Power Trains 3
- Auto Tech 53 Brakes & Suspension 5
- Auto Tech 54 Carb., Fuel Injection & Exhaust Systems 3
- Auto Tech 56 Diagnostics 3
- Auto Tech 58 Automotive Air-Conditioning 3
- Auto Tech 61A Automatic Transmissions 5

II. Recommended courses for the certificate (do not fulfill requirements for the certificate)

- Auto Tech 57/33C Fluid Power 3
- Auto Tech 59/33E Small Gasoline Engines 3
- Auto Tech 65 Adv Machine Shop Tech 3
- Auto Tech 66 Adv Machine Shop Tech 3
- Auto Tech 67/33F Basic Shop Skills 3
- Weld 75     | Basic Welding                                   | 5     |
- Weld 76     | Basic Welding                                   | 5     |

*Student must satisfy the Imperial Valley College mathematics competency requirements for the certificate.

Banking

Administrative Certificate in Bank Operations

Twenty units required for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 5</td>
<td>Bus &amp; the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>Bus 29B</td>
<td>Word Processing 2*</td>
<td>3</td>
</tr>
<tr>
<td>Bus 31ABC</td>
<td>Shorthand Theory-Speed*</td>
<td>3-3-3</td>
</tr>
<tr>
<td>Bus 40HT 2</td>
<td>Grammar &amp; Usage</td>
<td>3</td>
</tr>
<tr>
<td>Bus 41 OR</td>
<td>Eisen in Bus Correspondence</td>
<td>3</td>
</tr>
</tbody>
</table>

Select any two of the following courses:

- Bus 6    | Human Relations in Management                    | 3     |
- Bus 7    | Proc of Financial Accounting                     | 4     |
- Bus 9    | Bus & the Legal Environment                      | 3     |
- Bus 31   | Human Relations in Management                    | 3     |
- Econ 1    | Principles of Economics                          | 3     |
- Sp 1      | Oral Communication                               | 3     |

Credit Administration Certificate in Banking

Twenty-three units required for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 1A</td>
<td>Proc of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Bus 1B</td>
<td>Proc of Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Bus 5</td>
<td>Bus &amp; the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>Bus/HR 7</td>
<td>Human Relations in Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 42</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>Econ 1</td>
<td>Principles of Economics</td>
<td>3</td>
</tr>
</tbody>
</table>
- Sp 1       | Oral Communication                               | 3     |

General Certificate in Bank Services

Twenty-one units required for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 5</td>
<td>Bus &amp; the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>Bus 10</td>
<td>Practical Accounting**</td>
<td>3</td>
</tr>
<tr>
<td>Bus 29B</td>
<td>Word Processing 2*</td>
<td>3</td>
</tr>
<tr>
<td>Bus 23</td>
<td>Machine Calculation</td>
<td>3</td>
</tr>
<tr>
<td>Bus 40HT 2</td>
<td>Grammar &amp; Usage</td>
<td>3</td>
</tr>
</tbody>
</table>

Select any two of the following courses:

- Bus/HR 7  | Human Relations in Management                    | 3     |
- Bus 39    | Office Procedures                                | 3     |
| Bus 41     | Eisen in Bus Correspondence                      | 3     |
| Cis 1      | Intro to Information Systems                      | 3     |
| Sp 1       | Oral Communication                               | 3     |

*Minimum skill level 40 net words per minute required to qualify for certificate.

**Bus 1A will be substituted if student has completed one year of high school bookkeeping.

***Designated for tellers, file clerks, bookkeepers, etc. Not intended for secretarial staff members.

Secretary Certificate in Bank Service

Twenty-one to twenty-seven units required for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 5</td>
<td>Bus &amp; the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>Bus 29B</td>
<td>Word Processing 2*</td>
<td>3</td>
</tr>
<tr>
<td>Bus 31ABC</td>
<td>Shorthand Theory-Speed*</td>
<td>3-3-3</td>
</tr>
<tr>
<td>Bus 40HT 2</td>
<td>Grammar &amp; Usage</td>
<td>3</td>
</tr>
<tr>
<td>Bus 41 OR</td>
<td>Eisen in Bus Correspondence</td>
<td>3</td>
</tr>
<tr>
<td>Bus 42</td>
<td>Business Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

Select any two of the following courses:

- Bus/HR 7  | Human Relations in Management                    | 3     |
- Bus 23    | Machine Calculation                              | 3     |
- Bus 39    | Office Procedures                                | 3     |
| Cis 1      | Intro to Information Systems                      | 3     |
| Sp 1       | Oral Communication                               | 3     |

*Minimum skill level of 60 net words per minute required to qualify for certificate.

**Minimum skill level of 90 words per minute required to qualify for certificate. If attained in Bus 31A, student is excused from Bus 31B & 31C.
Required courses for the certificate

Bus 23 Machine Calculation .......... 3
Bus 24 Records Management .......... 3
Bus 29A Word Processing 1 ........... 3
Bus 29B Word Processing 2 ........... 3
Bus 30 Adv Word Processing .......... 3
Bus 39 Office Procedures ............. 3
Bus 40/H 2 Grammar & Usage ......... 3
Bus 41 OR Business Communication ... 3
Bus 42 CIS 35A Spreadsheet: Lotus 123 .. 1
WEOCC 80AD* Work Exp Corr Class ... 1-1-1-1
WEOCC 82AD* Occupational Work Exp .. 1-1-1-1

*It is recommended that the work experience courses be taken after completion of at least 12 units in the certificate.

Required skill level for the certificate

Keyboarding skill level 40 wpm. (Bus 25AB, Keyboarding Speed & Accuracy, may be helpful in obtaining this speed level.)

BUSINESS SUPERVISION

Twenty-two units required for the certificate

Bus 2 Intro to Business ............... 3
Bus 3/Ag 25 Business Management .... 3
Bus 5 Bus & the Legal Environment .... 3
Bus 6 Mgmt Concepts of Supervision .... 3
Bus/IR 7 Human Relations in Management 3
Bus 41 OR Business Communications ... 3
Bus 42 CIS 1 AND Intro to Information Systems 3
CIS 21AC Computer Applications Lab ... 1-1-1

NOTE: A 1 unit course from EACH of the following subject areas may be substituted for CIS 1 and CIS 21AC: Microcomputer Operating Systems, Word Processing, Spreadsheet, Data Base

COMPUTER INFORMATION SYSTEMS

Seventeen units required for the certificate

I. Required courses for the certificate

Bus 10 Practical Accounting .......... 4
CIS 1 Intro to Information Systems .... 3
CIS 12/Math 57 Programming in BASIC ... 3
CIS 21ABC Computer Applications Lab ... 1-1-1
CIS 22 Microcomputer Accounting .... 3
CIS 25 Microcomputer Operating Systems: DOS ... 1
CIS 30B Word Processing: WordPerfect II ... 1
CIS 35B Spreadsheet: Lotus 123 ....... 1
CIS 40B Data Base: dBase ............. 1

II. Acceptable courses for the certificate

CIS 10 Programming in COBOL ....... 3
CIS 15/Math 59 Programming in C .......... 3
CIS 23 Microcomputer Operations: Hardware & Software .... 1
CIS 30A Word Processing: WordPerfect I .... 1
CIS 35A Spreadsheet: Lotus 123 ....... 1
CIS 40A Data Base: dBase ............. 1

CORRECTIONAL SCIENCE

Twenty-four units required for the certificate

I. Required courses for the certificate

CIS 21/H 35 Intro to Corrections ........ 3
CIS 22/H 39 Report Writing for Admin .... 3
CIS/AV 23 Concepts of Criminal Law .... 3
CIS 24 Correctional Interviewing & Counseling ...... 3
CIS 25 Control & Supervision of Inmates .... 3

*It demonstrates reading or writing competencies which meet graduation requirements.

CROP SCIENCE

Twenty-seven units required for the certificate

Ag 14 Entomology ................. 3
Ag 15 Pesticide Safety ............. 1
Ag 40 Soils ................................ 3
Ag 43 Field & Grazing Systems ....... 3
Ag 45 Vegetable Production .......... 3
Ag 49 Weeds & Weed Control .......... 3

Select one course from the following:

Agr 28 Power Equip Oper & Maint ....... 5
Ag 30 Food & Fiber in a Chang World .... 3
Ag 32 Irrigation & Drainage ......... 3

EARLY CHILDHOOD EDUCATION

Eighteen units required for the certificate

ECE/Psy 20 Develop Psych of Children .... 3
ECE 21 Early Child Social: Children, Family & Community .... 3

ECE/Psy 22 Adv Develop Psych & Obser ... 3
ECE 23 Early Childhood Curriculum .... 3
ECE 25 Field Experience ............. 3
ECE 31A Health, Safety & Nutrition for Teachers of Young Children .... 2
ECE 31B/H 17 First Aid & CPR for Teachers of Young Children .... 1

Early Childhood Education certificate students can apply for the Emergency Children’s Center Permit upon completion of the certificate. Students must achieve a minimum grade of “C” or better in each of the required courses. This requires an employer statement that no Regular Children’s Center Permit applicant is available. The application for the Emergency Children’s Center Permit can be made through the credentialing office at Imperial County Office of Education through California Teacher Preparation and Licensing, State Department of Education.

ELECTRONICS

Fourteen units required for the certificate

Electro 1A Basic Electricity & Electronics .... 4
Electro 1B Electronics .................. 4
Electro 2A Adv Electronics ............. 3
Electro 2B Adv Electronics ............. 3

EMERGENCY MEDICAL TECHNICIAN I

Six and one-half units required for the certificate

EMT 1 Emergency Medical Tech 1 ......... 6.5

EMERGENCY MEDICAL TECHNICIAN II

Twelve units required for the certificate

EMT 2A Emergency Medical Tech 2 ....... 7
EMT 2B Emergency Medical Tech 2B ....... 5

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC

Thirty-eight and one-half units required for the certificate

EMT-P D1 EMT Paramedic - Didactic 1 ..... 8
EMT-P D2 EMT Paramedic - Didactic 2 ..... 8
EMT-P C1 EMT Paramedic - Clinical 1 ....... 3
EMT-P C2 EMT Paramedic - Clinical 2 ....... 2
EMT-P F1 EMT Paramedic - Field 1 .......... 9.5
EMT-P F2 EMT Paramedic - Field 2 ......... 8

FIRE SCIENCE

Eighteen to 21 units required for the certificate

Fire Sci 60 Intro to Fire Science ......... 3
Fire Sci 61 Fundamentals of Fire Prevention .... 3
Fire Sci 62 Fire Protec Equip & Systems .... 3
Fire Sci 63 Fundamentals of Fire Protection .. 3
Chemistry ................................ 3
Fire Sci 64 Fundamentals of Fire Spr Oper .... 3
Fire Sci 65 Hazardous Materials ......... 3
Math 51 Basic Math, or equivalent ....... 3
I. Required courses for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psych 1B</td>
<td>Learning</td>
<td>3</td>
</tr>
<tr>
<td>Psych 2</td>
<td>Biological Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Psych 5</td>
<td>Psych of Effective Behavior</td>
<td>3</td>
</tr>
<tr>
<td>Psych 13/Bus26</td>
<td>History of Human Behavior</td>
<td>3</td>
</tr>
<tr>
<td>Math 12</td>
<td>Introductory Statistics with Applications</td>
<td>3</td>
</tr>
<tr>
<td>Psych/Soc/</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ADS 15</td>
<td>Dynamics of Drug Use</td>
<td>3</td>
</tr>
<tr>
<td>Psych/HRI 16</td>
<td>The Psych of Interpersonal</td>
<td>3</td>
</tr>
<tr>
<td>Psych/Soc/</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Psych/ECE 20</td>
<td>Develop Psych of Children</td>
<td>3</td>
</tr>
<tr>
<td>Psych 30</td>
<td>Psychology of Adolescence</td>
<td>3</td>
</tr>
<tr>
<td>Psych 35</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Psych 40</td>
<td>Intro to Crisis Counseling</td>
<td>3</td>
</tr>
<tr>
<td>Social 2</td>
<td>Contemporary Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>Bus 2</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Bus 4</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Bus 5</td>
<td>Bus &amp; the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>Bus 14</td>
<td>Practical Salesmanship</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Intro to Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

II. Acceptable courses for the certificate (6 units from the following courses)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 1A</td>
<td>Prin of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Bus 1B</td>
<td>Prin of Managerial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Bus 2/Ag 25</td>
<td>Annuity Accounting</td>
<td>3</td>
</tr>
<tr>
<td>Bus/HRI 7</td>
<td>Business Management</td>
<td>3</td>
</tr>
<tr>
<td>Bus 10</td>
<td>Practical Accounting</td>
<td>3</td>
</tr>
</tbody>
</table>

NUTRITION MANAGEMENT - DIETARY MANAGER

Courses required for a Certificate of Achievement by the State of California, Department of Health Services, Licensing and Certificate Division. Students must achieve a minimum grade of "C" in each of the required courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU 1</td>
<td>Sanitation &amp; Safety Control</td>
<td>3</td>
</tr>
<tr>
<td>NU 2</td>
<td>Foundations of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NU 3</td>
<td>Food Production Management</td>
<td>3</td>
</tr>
<tr>
<td>NU 4</td>
<td>Supervision for Food Services</td>
<td>3</td>
</tr>
<tr>
<td>NU 7</td>
<td>Intro to Hospitality &amp; Food Services</td>
<td>3</td>
</tr>
<tr>
<td>NU 8</td>
<td>Menu Planning &amp; Purchasing</td>
<td>3</td>
</tr>
<tr>
<td>NU 6A</td>
<td>Field Experience</td>
<td>3</td>
</tr>
</tbody>
</table>

NUTRITION MANAGEMENT - SCHOOL FOOD SERVICES MANAGER

Courses required for a Certificate of Achievement by the State of California, Department of Health Services, Licensing and Certificate Division. Students must achieve a minimum grade of "C" in each of the required courses.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU 1</td>
<td>Sanitation &amp; Safety Control</td>
<td>3</td>
</tr>
<tr>
<td>NU 2</td>
<td>Foundations of Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NU 3</td>
<td>Food Production Management</td>
<td>3</td>
</tr>
<tr>
<td>NU 4</td>
<td>Supervision for Food Services</td>
<td>3</td>
</tr>
<tr>
<td>NU 7</td>
<td>Intro to Hospitality &amp; Food Services</td>
<td>3</td>
</tr>
<tr>
<td>NU 8</td>
<td>Menu Planning &amp; Purchasing</td>
<td>3</td>
</tr>
</tbody>
</table>

PATIENT SERVICES ADMINISTRATION SPECIALIST

Twenty-one units required for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 29A</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>HT 2/Bus 40</td>
<td>Grammar &amp; Usage</td>
<td>3</td>
</tr>
<tr>
<td>HT 3/Bus 80</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>HT 4/Bus 81</td>
<td>Medical Transcription</td>
<td>3</td>
</tr>
<tr>
<td>HT 5/Bus 82</td>
<td>Patient Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

RECREATION

Eighteen units required for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rec 70</td>
<td>Introduction to Leisure</td>
<td>3</td>
</tr>
<tr>
<td>Rec 71</td>
<td>Social Recreation</td>
<td>3</td>
</tr>
<tr>
<td>Rec 72</td>
<td>Outdoor Recreation</td>
<td>3</td>
</tr>
<tr>
<td>Rec 73</td>
<td>Recreation for Special Groups</td>
<td>4</td>
</tr>
</tbody>
</table>

PHARMACY TECHNICIAN

Twenty-one units required for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math X</td>
<td>Beginning Algebra</td>
<td>3</td>
</tr>
<tr>
<td>HT 3/Bus 80</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>Anat 6</td>
<td>Anatomy &amp; Physiology for Health Occupations</td>
<td>3</td>
</tr>
<tr>
<td>HT 12</td>
<td>Pharmacy Technician I</td>
<td>3</td>
</tr>
<tr>
<td>HT 13</td>
<td>Pharmacy Technician II</td>
<td>3</td>
</tr>
</tbody>
</table>

POWER PLANT OPERATIONS TECHNICIAN

Fifteen units required for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PP 1</td>
<td>Intro to Power Plant Operation</td>
<td>3</td>
</tr>
<tr>
<td>PP 2</td>
<td>Power Plant Instrumentation, Control &amp; Elect.</td>
<td>3</td>
</tr>
<tr>
<td>PP 3/Chem 2A</td>
<td>Power Plant Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>Math X</td>
<td>Beginning Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

REAL ESTATE

Upon the satisfactory completion of the following courses, the student will be eligible for the California Junior College Real Estate Certificate which is issued in cooperation with the California Division of Real Estate and the California Real Estate Association under their Education and Research Program.

Eighteen units required for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus 90</td>
<td>Real Estate Principles</td>
<td>3</td>
</tr>
<tr>
<td>Bus 91</td>
<td>Real Estate Practices</td>
<td>3</td>
</tr>
<tr>
<td>Bus 92A</td>
<td>Legal Aspects of Real Estate</td>
<td>3</td>
</tr>
<tr>
<td>Bus 93</td>
<td>Real Estate Finance</td>
<td>3</td>
</tr>
<tr>
<td>Bus 94A</td>
<td>Real Estate Appraisal</td>
<td>3</td>
</tr>
<tr>
<td>Bus 95</td>
<td>Real Estate Economics</td>
<td>3</td>
</tr>
</tbody>
</table>

HUMAN RELATIONS

A. Areas of emphasis: Community Mental Health Worker, Counseling, School, Social Services, Personnel, Employment Counseling and Supervision

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>HA 15</td>
<td>Health Assistant</td>
<td>5</td>
</tr>
<tr>
<td>HA 16</td>
<td>Home Health Aide</td>
<td>1.5</td>
</tr>
</tbody>
</table>

GRAPHIC ARTS - MULTI-MEDIA

Eleven units required for the certificate

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA 10</td>
<td>Graphic Communications I</td>
<td>2</td>
</tr>
<tr>
<td>GA 11</td>
<td>Graphic Communications II</td>
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</tr>
<tr>
<td>GA 12</td>
<td>Composition, Layout &amp; Paste-up</td>
<td>3</td>
</tr>
<tr>
<td>GA 20 OR</td>
<td>Offset Printing I</td>
<td>3</td>
</tr>
<tr>
<td>GA 22</td>
<td>Photography &amp; Plate-making</td>
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</table>

GRAPHIC ARTS - PRINTING

Eleven units required for the certificate

<table>
<thead>
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<th>Course Code</th>
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<tbody>
<tr>
<td>GA 20</td>
<td>Offset Printing I</td>
<td>3</td>
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<td>GA 21</td>
<td>Offset Printing II</td>
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</tr>
<tr>
<td>GA 22</td>
<td>Photography &amp; Plate-making</td>
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<tr>
<td>GA 23</td>
<td>Bindery, Cutting &amp; Distribution</td>
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HEALTH ASSISTANT

Five units required for the certificate

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<tr>
<th>Course Code</th>
<th>Title</th>
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<tbody>
<tr>
<td>HA 15</td>
<td>Health Assistant</td>
<td>5</td>
</tr>
<tr>
<td>HA 16</td>
<td>Home Health Aide</td>
<td>1.5</td>
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</table>
### SMALL BUSINESS MANAGEMENT

Twenty-six units required for the certificate

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Bus 1A</td>
<td>Prin of Financial Accounting</td>
<td>4</td>
</tr>
<tr>
<td>Bus 2</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>Bus 4</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>Bus 5</td>
<td>Bus &amp; the Legal Environment</td>
<td>3</td>
</tr>
<tr>
<td>Bus 6</td>
<td>Mgmt Concepts of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>Bus 14</td>
<td>Practical Salesmanship</td>
<td>3</td>
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<tr>
<td>Bus 16</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1</td>
<td>Intro to Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2ABC</td>
<td>Computer Applications Lab</td>
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#### TRANSCRIPTION SPECIALIST

Eighteen units required for the certificate

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Anat 8</td>
<td>Anat &amp; Physiology for Health Occupations</td>
<td>3</td>
</tr>
<tr>
<td>Bus 29A</td>
<td>Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>HT 2/Bus 40</td>
<td>Grammar &amp; Usage</td>
<td>3</td>
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<tr>
<td>HT 3/Bus 80</td>
<td>Medical Terminology</td>
<td>3</td>
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<td>HT 4/Bus 81</td>
<td>Medical Transcription</td>
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<td>HT 11/Bus 86</td>
<td>Adv Medical Transcription</td>
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### VOCATIONAL NURSING

Fifty and one-half units required for the certificate

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<tbody>
<tr>
<td>HT 1</td>
<td>Intro to Health Science</td>
<td>2</td>
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<tr>
<td>Anat 6</td>
<td>Anat &amp; Physiology for Health Occupations</td>
<td>3</td>
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<tr>
<td>Psych 1A</td>
<td>Intro to Psychology</td>
<td>3</td>
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<tr>
<td>Psych 16</td>
<td>The Psych of Intersessional Relationships</td>
<td>3</td>
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<td>Psych 35</td>
<td>Developmental Psychology: Conception to Death</td>
<td>3</td>
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<tr>
<td>NS 1A (V)</td>
<td>Intro to Patient Care I</td>
<td>4</td>
</tr>
<tr>
<td>NS 1B (V)</td>
<td>Intro to Patient Care II</td>
<td>4</td>
</tr>
<tr>
<td>NS 2B (V)</td>
<td>Common Health Problems I</td>
<td>5.5</td>
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<tr>
<td>NS 3B (V)</td>
<td>Common Health Problems III</td>
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<tr>
<td>NS 3C (V)</td>
<td>Patient Care Management</td>
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#### WATER TREATMENT TECHNOLOGY

Fourteen units required for the certificate

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<tr>
<td>WT 6</td>
<td>Comp Proc for Treatment Plant Operator I</td>
<td>3</td>
</tr>
<tr>
<td>WT 7</td>
<td>Comp Proc for Treatment Plant Operator II</td>
<td>3</td>
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<tr>
<td>WT 9</td>
<td>Waste Water Treatment I</td>
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</tr>
<tr>
<td>WT 10</td>
<td>Waste Water Treatment II</td>
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#### WELDING

One of the following four patterns of study will fulfill requirements for a certificate in Welding Technology.

#### Pattern One

(Recommended for Agriculture and Agricultural Services)

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>Weld 31 OR</td>
<td>Basic Welding</td>
<td>5</td>
</tr>
<tr>
<td>Weld 31A &amp;</td>
<td>Oxy-Acetylene Welding</td>
<td>2 &amp; 3</td>
</tr>
<tr>
<td>Weld 38</td>
<td>Sheet Metal Fundamentals</td>
<td>5</td>
</tr>
<tr>
<td>Weld 36A</td>
<td>Advanced Welding</td>
<td>5</td>
</tr>
<tr>
<td>Weld 38</td>
<td>Sheet Metal Fundamentals</td>
<td>2</td>
</tr>
</tbody>
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### REHABILITATION TECHNICIAN FOR THE PHYSICALLY LIMITED

Eighteen units required for the certificate

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<thead>
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<th>Title</th>
<th>Notes</th>
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<tr>
<td>PE 59AB</td>
<td>Sports Officiating, Men</td>
<td>3-3</td>
</tr>
<tr>
<td>PE 60AB</td>
<td>Sports Officiating, Women</td>
<td>3-3</td>
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<tr>
<td>PE 61</td>
<td>PE in the Elementary School</td>
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<tr>
<td>PE 62AB</td>
<td>PE for Special Olympics</td>
<td>3-3</td>
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</tbody>
</table>

#### Required courses for the certificate

PL 1/Psych ECE 27 | Understanding Excep Students | 3 |
PL 2A | Practicum Exp to Work with the PL Person | 2 |
Psych 1A OR | Intro to Psychology | 3 |
Psych 5 | Psych of Effective Behavior | 3 |

### Additional units to complete the certificate may be utilized from the courses under Section III

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>PE 59AB</td>
<td>PE for Special Olympics</td>
<td>3-3</td>
</tr>
<tr>
<td>PL 2B</td>
<td>Practicum Exp to Work with the PL Person</td>
<td>2</td>
</tr>
<tr>
<td>PL 12</td>
<td>Adv Communication with the Deaf</td>
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</tr>
<tr>
<td>PL 13ABC</td>
<td>Comm with the Deaf in the College Classroom</td>
<td>1-1-1</td>
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<tr>
<td>Psych 3</td>
<td>Psychology of Adjustment</td>
<td>3</td>
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<tr>
<td>Psych/REH/ADS 9</td>
<td>Intro to Counseling</td>
<td>3</td>
</tr>
<tr>
<td>Psych/Social 17</td>
<td>Social Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Psych/ECE 20</td>
<td>Develop Psychology of Children</td>
<td>3</td>
</tr>
<tr>
<td>Rec 73</td>
<td>Recreation for Special Groups</td>
<td>4</td>
</tr>
<tr>
<td>Soc 1</td>
<td>Introductory Sociology</td>
<td>3</td>
</tr>
<tr>
<td>Soc 2</td>
<td>Contemporary Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>Sp 1</td>
<td>Oral Communication</td>
<td>3</td>
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<td>Student's Honor List</td>
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<td>voluntary withdrawal</td>
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<td>work treatment technology</td>
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